

## VYDEC 1400 TEXT EDITOR

Reference Manual



**VYDEC 1400 REFERENCE MANUAL**  
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# INTRODUCTION

## INTRODUCTION

This is the Reference Manual for the Vydec Text Editor. This Manual will help you with specific questions about operating the Text Editor. In this Manual you can find short descriptions of every part of the Text Editor, as well as step-by-step instructions for the major editing functions performed by the Text Editor.

The Manual is divided into 11 sections:

### Introduction / how to use this Manual

You are reading this section now. Continue reading and you will find a brief overview of the rest of the Manual and a strategy for finding information quickly.

### Glossary of Terms

This section lists, in alphabetical order, all the terms and functions you use when operating the Text Editor. The Glossary can be used like a dictionary for brief, clear information about the Text Editor. Words printed in **bold face** in the Glossary refer to keys or functions of the Text Editor. **Bold face** words are always defined in the Glossary.

### Operations / using the Text Editor

The section on Operations gives step-by-step, outlined instructions for all the major editing operations performed on the Text Editor. The instructions are brief and practical. For explanations of terms used in this section, such as words printed in **bold face**, consult the Glossary of Terms.

### The Printer

In the Printer section you will find detailed descriptions of the various components of the Text Editor's Printer. You will also find step-by-step instructions for changing the ribbon and print wheel, and for attaching the Forms Tractor.

### The Disc Drive

The section on the Disc Drive offers complete information on operating the Dual Disc Drive. This includes full information on Dual Save and Recall, and Duplication.

### Code and Print Charts

Here you will find a summary of all available print wheels for the Text Editor. Consult this section to find a specific code or character, and before you order new print wheels.

### Troubleshooting / before calling service

The Troubleshooting section consists of a Troubleshooting Form and a Problems and Solutions section. Go through the Troubleshooting Form when you need help with an operating "problem". The Form will help you analyze and solve the "problem" systematically.

The Problems and Solutions section lists basic problems common to new users of the Text Editor. Refer to Problems and Solutions after going through the Troubleshooting Form. Problems are listed under the following alphabetical headings:

file windows	read
platen	screen
power on	store
print	

### Preventive Care

Routine suggestions for maintaining the productivity and longevity of the Text Editor are listed here. A regular system of maintenance can keep your Text Editor operating at maximum efficiency.

### Filing and Storage Systems

The seven most popular filing and storage systems used with the Text Editor are described here. One of these systems will probably suit your special requirements.



## Margin Charts

These charts provide left and right margin settings for both Pica and Elite for 8½ inch wide paper.

## Index to the Reference Manual

This section lists, in alphabetical order, all major entries in the Manual with page references. This is the first section to consult when you want to find help or information.

## HOW TO USE THIS MANUAL

Before you begin studying the Manual, do some standard work with the Text Editor. Type, edit, store and print just as you did during your training process. When you find something you don't understand, or a component of the Text Editor you don't remember, or an editing function that doesn't seem to work for you, then take out the Manual.

1. Look in the **Index** first. For example, if you need information about **adjust margin**, the Index will tell you to look on pages **3** and **36**. These are the major entries for **adjust margin**.

INDEX
ADJUST MARGIN
3, 36

2. If you only want a quick reminder of what the **adjust margin** operation is, look on the first page listed under **adjust margin** in the Index. This is a page in the Glossary, where

you will find a short, fact-filled definition of **adjust margin**.

INDEX
ADJUST MARGIN
<u>3</u> , 36

3. If you want detailed instructions and a step-by-step guide to using **adjust margin**, look on the second page listed under **adjust margin** in the Index. This is a page in the Operations section.

INDEX
ADJUST MARGIN
3, <u>36</u>

4. Further pages listed in the Index would send you to the Printer, Disc Drive or Troubleshooting sections.

INDEX
PRINT
22, 34, 67

One last word. The sections on Troubleshooting and Preventive Care are both very useful. It is well worth your time to become familiar with these sections during the first few weeks you use the Text Editor. A short study session with the Troubleshooting section may save you a great deal of time later on.

Good luck! And enjoy your new Vydec Text Editor.



# GLOSSARY

## ADJUST MARGIN (ADJUST MARGN)

The ADJUST MARGIN key is used after typing or editing to correct uneven line-lengths on an entire page of text or in any individual paragraphs. ADJUST MARGIN lengthens or shortens line-lengths of previously typed text by changing left and/or right margin settings. ADJUST MARGIN is also used to **block indent** paragraphs.

ADJUST MARGIN operates automatically, and stops only for hyphenation decisions or at **skip codes**.

After ADJUST MARGIN, right margins will vary by no more than eight characters. (See HOT ZONE, MARGIN.) (For detailed instructions, see the OPERATIONS section of this Manual.)

## AUTHOR

See ORIGINATOR.

## BACKSPACE

See FULL BACKSPACE.

## BELL SET

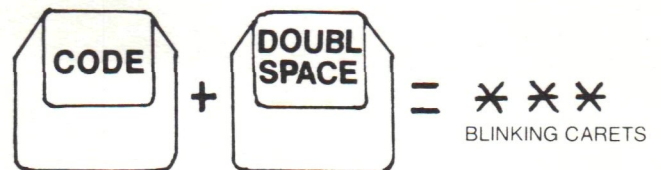
The BELL SET key is used to establish the right margin. An electronic "bell", like the bell on a standard typewriter, is set when the BELL SET is pressed. During typing, the "bell" signals that there are only 8 character spaces remaining on the line. The actual right margin is 8 character spaces to the right of the "bell".

## BLINKING ASTERISK

The appearance of a BLINKING ASTERISK signals a problem with **reading** and/or **storing** text. When you see the ASTERISK, press the **stop** button. **Character out** the BLINKING ASTERISK. Press **home**. Remove the disc from the Disc Drive and re-insert it gently. Press store again. If the BLINKING ASTERISK returns, store the material on a different **track** of the disc.

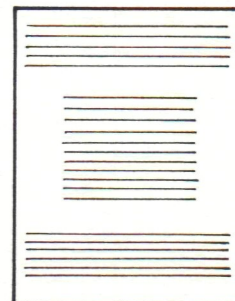
## BLINKING CARET

The BLINKING CARET code is used to show locations for **variable text** in **form letters**. The variable text is typed over the BLINKING CARET.



## BLOCK INDENTING

BLOCK INDENTING of paragraphs can be done on the screen using **wraparound** and **adjust margin**. The text to be BLOCK INDENTED must first be put into wraparound. Next the required right margin is set. The required left indentation is established using **character enter** and the space bar. **Adjust margin** will then indent both margins automatically down to the **skip code** at the end of the paragraph. The automatic adjustment will stop only for **hyphenation** decisions. After a hyphenation decision, the next line of text must be indented manually using the space bar. Then **adjust margin** can be used to continue indenting automatically. (See WRAPAROUND.) (For detailed instructions, see the OPERATIONS section of this Manual.)



BLOCK INDENTED TEXT

## BRITE KNOB

The BRITE KNOB, in the lower section of the control **panel**, can be turned to adjust the brightness of characters on the screen. Turning



the KNOB all the way to the left will darken all characters on the screen except the **cursor**, and **underscored** text. Turning the BRITE KNOB back to the right will make all characters visible again.

Turning the BRITE KNOB to the left is useful for: 1. locating the cursor quickly; 2. seeing all underscored text; 3. checking to see if underscoring is solid or broken. **Trace** must be on.

### BRITE START / BRITE STOP

The BRITE START key and the BRITE STOP key are used to **underscore** text. The underscore itself is not seen on the screen. Instead, underscored text becomes very bright.

Begin underscoring by moving the **cursor** to the exact position where you wish to start. Press BRITE START. Everything on the line to the right of the cursor will become bright. Now move the cursor, using the **directional arrows**, one character beyond the point where you wish to end the underscore. Press BRITE STOP.

Every character, including blank spaces, between the BRITE START position and the BRITE STOP position will be underscored on the printed page.

For broken underscoring you must BRITE START at the first letter of each word and BRITE STOP one space after the word. Repeat for each word to be underscored.

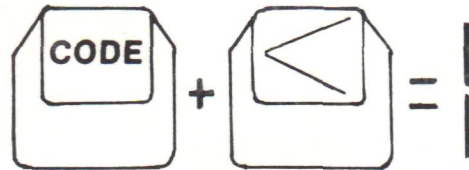
New characters or words will automatically be in BRITE START if they are entered on a line that was typed in BRITE START.

To underscore a paragraph that is already typed, press BRITE START with the cursor at the beginning of each line of the paragraph. Press BRITE STOP with the cursor one space beyond the end of each line. (See BRITE KNOB.)

### BROKEN VERTICAL LINE

The BROKEN VERTICAL LINE is used to make the vertical sides of flow chart boxes or

to make visible vertical columns. (See CODE AND PRINT CHARTS section of this Manual.)



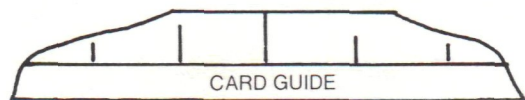
### BUFFER AREA

The BUFFER AREA is the area just below the **screen**. When text is "pushed down" below the screen it goes into the BUFFER AREA. Text is commonly pushed down into the BUFFER AREA during **double spacing** or when inserting extra lines into long text using the **line enter** key.

Text is held in the BUFFER AREA only temporarily. No editing functions can be done on text in the BUFFER AREA. Pressing the **page end** key will permanently clear all text in the BUFFER AREA as well as the text on the screen. Remember, text in the BUFFER AREA is not stored when you press **store**. Press **roll up** to move text in the BUFFER onto the screen.

### CARD GUIDE

The plastic CARD GUIDE on the **printer carriage** is like the guide on a standard typewriter. Use the red lines on the CARD GUIDE to realign text after a printer stop or when **merging** text from two separate **tracks**. The text will print between the two red lines on the CARD GUIDE.



### CARRIAGE CLOSE BUTTON

Part of the **print wheel carriage**. The CARRIAGE CLOSE BUTTON MUST be depressed firmly after a **print wheel** or **ribbon cartridge** has been replaced. (For detailed instructions, see the PRINTER section of this Manual.)



# GLOSSARY

## CARRIAGE GUIDE RAILS

The CARRIAGE GUIDE RAILS support the carriage as it moves across the printer.

## CARRIAGE LOCKING LEVER

The CARRIAGE LOCKING LEVER consists of the **carriage open button** and the **carriage close button**. The open button must be depressed before changing the print wheel or ribbon cartridge. After the print wheel or cartridge has been replaced, the carriage close button must be depressed firmly to make sure the carriage is in place for printing. (For detailed instructions, see the PRINTER section of this Manual.)

## CARRIAGE OPEN BUTTON

Part of the **print wheel carriage**. The CARRIAGE OPEN BUTTON must be depressed before changing the print wheel or ribbon cartridge. (For detailed instructions, see the PRINTER section of this Manual.)

## CENTERING TEXT HORIZONTALLY

To CENTER TEXT HORIZONTALLY without using the **forms ruler**, remember these simple facts. An 8½ x 11-inch sheet has 85 characters per line in Pica (10 pitch), and 102 characters per line in Elite (12 pitch). The center of a sheet in 10 pitch is 42. The center of a sheet in 12 pitch is 51.

You can use the **cursor position window** to measure the number of characters in a line. First, set the number in the window to 01. Then use the directional arrow to move the cursor from left to right on the line. The number in the window will register the number of characters. Subtract the number in the window from

85 (10 pitch) or 102 (12 pitch) and you will know how many blank spaces you have on the line. Exactly half of the remaining blank spaces should be your left margin.

Example: if you have 55 spaces in your title or in an average line of text, your calculations will tell you

85 (Pica)	102 (Elite)
$\begin{array}{r} 85 \\ -55 \\ \hline 30 \end{array}$	$\begin{array}{r} 102 \\ -55 \\ \hline 47 \end{array}$
$\frac{1}{2}$ of 30 = 15	$\frac{1}{2}$ of 47 = 24
(left margin)	(left margin)

(See FORMS RULER, LINE #.)

## CENTERING TITLES OR HEADINGS

To CENTER TITLES OR HEADINGS OVER TEXT, count the number of characters in the longest line of text. Then count the number of characters in the TITLE or HEADING. Subtract TITLE from line length. This tells you the number of blank spaces available. Divide the number of blanks by two. This tells you the number of blank spaces between the left margin and the first character of the TITLE or HEADING.\* (Example: longest line = 50; TITLE = 12; 50-12 = 38 blank spaces. 38 ÷ 2 = 19 blank spaces between the left margin and the TITLE or HEADING.)

To CENTER TITLES OR HEADINGS OVER A PAGE, first select the **pitch**, then set the left margin. Find the center of the page. Position the cursor at the center, and use the left directional arrow to move the cursor one space to the left for every two letters in the TITLE or HEADING.

Remember, the center of an 8½-inch sheet is 42 in Pica and 51 in Elite. (See FORMS RULER, MARGIN CHART.)

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\* This method is also applicable to centering a heading over any column in a tabulation.



## CENTERING TITLES OR TEXT VERTICALLY

To CENTER VERTICALLY without using the **forms ruler**, remember that an 8½ x 11-inch sheet has 66 vertical lines.\* The midpoint of the sheet is line 33.

If you have 10 lines of text, you will have 56 blank lines on the sheet (66 - 10 = 56). One-half the blank lines should be left above the first line of text (½ of 56 = 28).

You may put 28 blank lines on the screen using the **return** key, or you may insert the sheet into the printer so that printing will start on the 29th line.\*\* (See FORMS RULER, LINE #.)

## CHARACTER

In type or print, a CHARACTER can be any of these things: 1. a letter of the alphabet 2. a digit 3. a symbol, such as the rectangular box which stands for **subscript** 4. a blank space, such as that made by the space bar.

All CHARACTERS, even spaces, have a location or "spot" on the screen.

## CHARACTER ENTER (CHAR ENTER)

Pressing the CHARACTER ENTER key allows you to insert one or more characters at any point on the screen. First position the **cursor**, using the **directional arrows**, so that it points to the exact location where you wish to add characters. Next, press CHARACTER ENTER once. You may now type as many characters, words or lines of text as you need to enter. The Vydec Text Editor automatically moves existing text to the right and down (**wrap-around**) to give you as much room for new characters as you need. While in CHARACTER ENTER, you may use any of the standard alphabetic and numeric keys. CHARACTER ENTER

will stop automatically if you press any key that moves the cursor (directional arrows, home, return). If you stop CHARACTER ENTER for any reason, such as backspacing to correct a typographical error, you must press the CHARACTER ENTER key again before inserting additional text. (See CHARACTER OUT.)

## CHARACTER OUT (CHAR OUT)

Pressing the CHARACTER OUT key allows you to delete one or more characters at any point on the screen. First position the **cursor**, using the **directional arrows**, so that it points to the exact character or space you wish to delete. Next, press CHARACTER OUT once. The character or space will be deleted and the text will automatically move to the left to fill the empty position.† (See CHARACTER ENTER.)

## CLAMPING SCREWS

The CLAMPING SCREWS are located on the Forms Tractor. They are used to loosen and tighten the drive sprockets in order to adjust for the width of paper used in the Forms Tractor. (For detailed instructions, see the PRINTER section of this Manual.)

## CLEARING THE DISC

The 1400 Text Editor can **clear**, or "erase," text from a disc in three ways: automatic complete clearing of all 60 tracks on a disc; automatic partial clearing of any sequence of tracks on either **File A** or **File B**; manual clearing of one track at a time. (For detailed instructions, see the DISC DRIVE section of this Manual.)

\* There are 6 lines of type to a vertical inch.

\*\* Remember, paper placed under the **paper bail** on the printer will automatically leave 4 blank lines at the top. Subtract these 4 lines from the lines you enter with the return key.

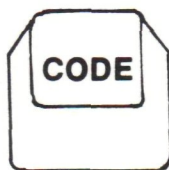
† CHARACTER OUT will delete a character or space each time it is pressed. If you hold the CHARACTER OUT key down, it will continue to remove characters from the screen until you remove your finger from the key.



# GLOSSARY

## CODE

The CODE key is used when typing any of the special CODES (**end code**, **stop code**, **skip code**, etc.) available on the Text Editor. To type these CODES, you must press and hold down the CODE key, then press the other key needed for the CODE you want. The CODE key is color coordinated with the special function keys.



The CODE key is also used when **programming**. (See CODE CHARTS, PROGRAMMING.)

## CODE CHARTS

CODE CHARTS appear in the CODE AND PRINT CHARTS section of the Reference Manual. These CHARTS explain the combinations of keys needed to print special symbols or to obtain special editing functions.

## COLUMNAR WORK / WIDE DOCUMENTS

See WIDE DOCUMENTS / COLUMNAR WORK.

## COMPOSITE MODE

The COMPOSITE MODE, or FORMS COMPOSITE MODE, is used when printing both **forms** and **variable text** from the screen. COMPOSITE is not used with preprinted forms.

You can use the Dual Disc Drive in COM-

POSITE MODE by storing all **constant text** on the disc in DISC DRIVE 1, and storing all **variable text** on the disc in DISC DRIVE 2.

Follow these steps to use COMPOSITE:

1. Type the form.
2. Use **brite start / brite stop** to leave spacing for variable text.
3. **Store** the form.
4. Press the **forms** button twice to light the COMPOSITE "C" light.
5. Type the variable text.\*
6. Store variable text on a new track.
7. Send the cursor **home** and press the print button.
8. Send the cursor **home** and press **page end**. The variable text will **clear** from the screen, leaving the form ready for more variable text. (See CONSTANT, FORMS, VARIABLE TEXT.) (For detailed instructions, see the OPERATIONS section of this Manual.)\*\*

## CONSTANT (CONSTANT TEXT)

In the **forms mode**, CONSTANT is any standard, non-variable text. The body of a **form letter** that is the same in each letter is the CONSTANT text. CONSTANT is the opposite of variable text. A preprinted form is an example of CONSTANT text. (See VARIABLE TEXT.)

## CRT

The CRT, or Cathode Ray Tube, is the television screen which displays print. The CRT has both a glass screen, and a tinted, removable plastic screen (glare screen). (See GLARE SCREEN, SCREEN.)

## CSS / CUSTOMER SUPPORT SPECIALIST

The CSS, or Customer Support Specialist, is your technical expert and field representa-

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\* In COMPOSITE MODE, all typographical errors must be corrected by **overtyping**.

\*\* When COMPOSITE MODE is on, the only functions that will operate are **subscript**, **superscript**, **top of form**, and **reverse top of form**. These can be typed as part of the **constant** text and stored with the **constant** text.

tive. Questions concerning operations or procedures, including questions on implementation and work flow, may be directed to your CSS.

## CURSOR

The CURSOR is the green triangle which appears in the **home** position, or upper left corner of your screen, when you press **power on**. The CURSOR moves along the screen as you type new text and as you move from place to place on previously typed text. The CURSOR always points to the exact location at which an operation happens. Use the **directional arrows** to move the CURSOR from place to place when editing.

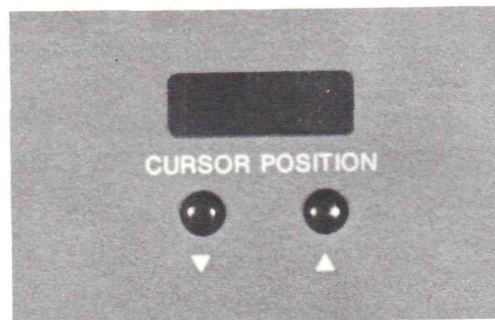
All functions of the Text Editor, including **read**, **save**, and **store**, occur from the point of the CURSOR to the right and down the screen. Text to the left and above the location of the CURSOR will not be read, saved, or stored.

To read, save, store, or print the entire screen, the CURSOR must be in the home position. (See HOME.)

## CURSOR POSITION WINDOW

The CURSOR POSITION WINDOW is in the middle section of the **panel** to the right of the screen. The number in the CURSOR POSITION WINDOW tells you which horizontal character the CURSOR is on.\* The number can also tell you which vertical line the cursor is on. To change the CURSOR POSITION WINDOW from a horizontal to a vertical measure, press the **line #** button. When the light above the line # button is on, you are measuring vertically.

The CURSOR POSITION WINDOW is used most often when setting margins and tabs. (See LINE #, MARGINS, TABS.)



## CURSOR POSITION WINDOW BUTTONS

These are the buttons below the cursor position window. The button with the downward pointing triangle is used to **decrement**, or lower, the number in the window. The button with the upward pointing triangle is used to **increment**, or raise, the number in the window. When the **line #** light is on, these BUTTONS will not operate.

## CURSOR POSITIONING ARROWS

CURSOR POSITIONING ARROWS are another name for the directional arrows. (See DIRECTIONAL ARROWS.)

## CURSOR RETURN

The CURSOR RETURN symbol is a non-printing symbol that registers on the screen whenever you press the CURSOR RETURN key. CURSOR RETURN symbols are visible on the screen only when **trace** is on.

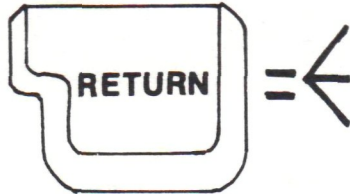
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\* When you press **power on**, the number in the CURSOR POSITION WINDOW will be 13. This indicates the left margin is set at 13. When you press the **line #** button and see the light come on, the number in the WINDOW indicates the line the cursor is on.



# GLOSSARY

The CURSOR RETURN symbol causes the printer to move to the left margin of the next line of text to continue printing. A CURSOR RETURN designates each blank line in the text you type.



## DAISY

The DAISY is another name for the **print wheel** on the printer. (See PRINT WHEEL.)

## DECREMENT

When the numbers get “lower” in the **cursor position window** or the **file windows**, we say the numbers DECREMENT. (Example: the number in File A decrements from 16 to 15.)

If instructions tell you to DECREMENT a number, you should push the button with the downward pointing triangle to lower the number. (Example: DECREMENT the cursor position from 10 to 01.)

DECREMENT is the opposite of **increment**.

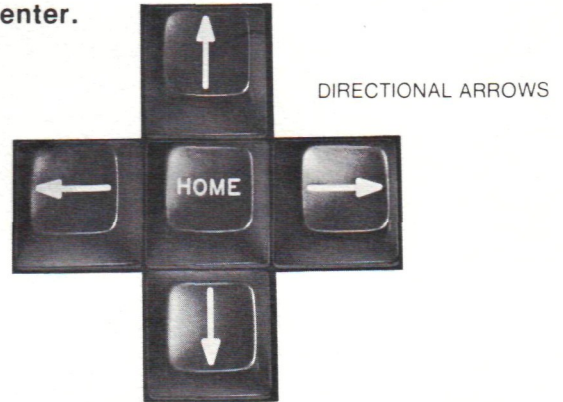
The downward pointing triangle stands for DECREMENT. (See INCREMENT.)



## DIRECTIONAL ARROWS

The four DIRECTIONAL ARROWS are located at the lower right corner of the keyboard. The DIRECTIONAL ARROWS are used to move the **cursor** around the screen without removing characters on the screen. The DIRECTIONAL ARROWS should be used to move the cursor for editing functions such as **overtyping**, **char-**

**acter enter**, **character out**, **line out**, **line end** and **line enter**.



## DISABLING SWITCH

The DISABLING SWITCH is located under the printer cover, next to the left-hand platen knob on the printer. The DISABLING SWITCH automatically prevents any movement of the print wheel or the print wheel carriage when the cover is removed from the printer.

If you must replace a ribbon in the middle of printing, the DISABLING SWITCH allows the printer to continue printing at the exact next character in the text. Replacing the printer cover causes the DISABLING SWITCH to begin the print operation again.

## DISC

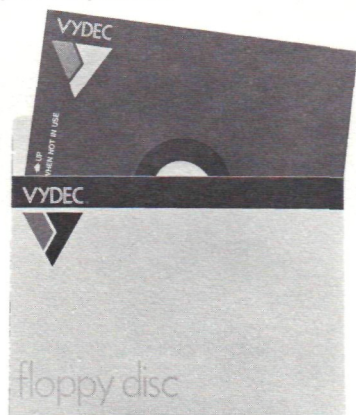
The DISC or floppy disc is a magnetic storage device that can permanently hold up to 60 full pages of typed text. A page of text **stored** on the DISC can be **read** to the screen in less than a second. A page of text typed on the screen can be stored on the DISC in less than a second.

Each DISC is divided into two sections, called File A and File B. Each file has space for 30 separate pages or **tracks** of text, Track 01 — Track 30. The track numbers register in the **file windows** on the **panel**. (Example: in order to bring File B, Track 06 to the screen, you must see the number 06 in the File B window.) The DISC also contains a 61st track which is used exclusively for temporary **save** and **recall**, never for permanent storage.

DISCS are made of mylar and are perman-



ently kept in a protective **jacket**.<sup>\*</sup> If a DISC "sticks" inside its protective jacket, place your thumb and forefinger into the hole in the middle of the DISC and gently twist until the DISC rotates freely in its jacket.



DISCS should be stored in the removable outer jacket, or sleeve. DISCS should be stored upright, never flat. DISCS should not be scratched nor exposed to heat, dust, cigarette ashes or liquids. Never touch the mylar with fingers or rough material. Do not drop DISCS, and do not store them in crowded cabinets or under heavy objects.

DISCS must be inserted gently into the Disc Drive. (See BLINKING ASTERISK; CLEARING THE DISC; DISC DRIVE; DISC LABELS; OPERATOR INSTRUCTION LINE; TABLE OF CONTENTS; TRACK.)

#### DISC 1 and DISC 2.

Disc 1 is the disc in DISC DRIVE 1. Disc 2 is the disc in DISC DRIVE 2

#### DISC DRIVE

The DISC DRIVE is the mechanism which holds the DISC. The door to the DISC DRIVE must be opened and closed gently, without slamming. DISCS should be fully inserted into the DISC DRIVE before the door is closed. Improper insertion of the disc or slamming of the DISC DRIVE door may cause errors in read or store. (See DISC.) (See the DISC DRIVE section of this Manual.)

#### DISC DRIVE 1 and DISC DRIVE 2

DISC DRIVE 1 is the left-hand Disc Drive. DISC DRIVE 2 is the right-hand Disc Drive. (See the DISC DRIVE section of this Manual.)

#### DISC LABELS

Identifying LABELS should be prepared for all discs. Make sure to fill out the LABEL completely before placing it on the permanent protective jacket. Place a corresponding LABEL on the removable jacket. Never write on a LABEL once it has been attached to the disc. Never attach the LABEL to the exposed mylar. (See DISC.)

#### DISKETTE

DISKETTE is another name for disc. (See DISC.)

#### DOUBLE SPACE

The DOUBLE SPACE key is used to DOUBLE SPACE any text on the screen. You must press the key once for each line you want DOUBLE SPACED. To begin, position the cursor at the first line which is to be DOUBLE SPACED. Then press the key once for each line of text to be DOUBLE SPACED, and all text below the cursor will be DOUBLE SPACED. If you wish to DOUBLE SPACE an entire page, send the cursor to the first line to be DOUBLE SPACED, then press the DOUBLE SPACE key.

To count vertical lines before DOUBLE SPACING, press the **line #** button and see vertical line measurement in the **cursor position window**. (See BUFFER AREA, LINE #.)

#### DOUBLE STRIKE

Pushing the **print** button for longer than 6/10ths of a second will cause the printer to DOUBLE STRIKE each character. DOUBLE STRIKE means each character is printed two times in the same position. Needless DOUBLE STRIKING causes quicker wear of the **print wheel** and **ribbon**, and decreases printer speed.

<sup>\*</sup> Do not write on labels once they have been attached to the permanent DISC jacket. Do not write on the removable DISC jacket if the DISC is inside.



# GLOSSARY

## DRIVE PINS

The DRIVE PINS are located on the Forms Tractor. Holes in the edge of the pre-folded paper forms are placed over the DRIVE PINS. The paper is then secured by lowering the Forms Tractor **paper gate** onto the paper. (For detailed instructions, see the PRINTER section of this Manual.)

## DRIVE SPROCKETS

The DRIVE SPROCKETS are on the Forms Tractor. They hold the **paper gates**, the **clamping screws** and the **drive pins**. The DRIVE SPROCKETS are the left margin and right margin supports for pre-folded paper forms held in the Forms Tractor. (For detailed instructions, see the PRINTER section of this Manual.)

## DUAL DISC DRIVE

The DUAL DISC DRIVE on the 1400 Text Editor allows the use of two discs at the same time. Each disc must be inserted in its own Disc Drive.

The DUAL DISC DRIVE is most used in these four operations: **clearing** a disc; **duplicating** a disc; **editing** material using two discs; **repaginating** material using two discs. (See the DISC DRIVE section of this Manual.)

## DUAL SAVE AND RECALL

Because the 1400 Text Editor allows the use of two discs at the same time (Dual Disc Drive), there are two **save** tracks available whenever two discs are in the Text Editor.

The **save** and **recall** keys on the keyboard will automatically work for the **save** track on the disc in DISC DRIVE 1. To use the **save** track on the disc in DISC DRIVE 2, you must press the SAVE-2 button on the panel. You must press the SAVE-2 button each time you want to use the **save** or **recall** keys for DISC DRIVE 2. (For detailed instructions, see the DISC DRIVE section of this Manual.)

## DUPLICATING TEXT (DUPL)

The 1400 Text Editor can duplicate text

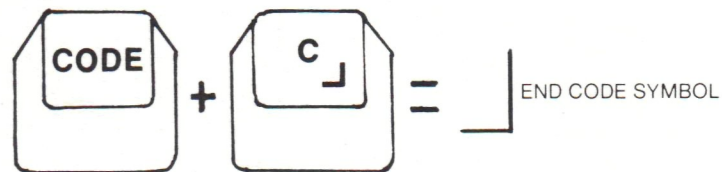
from Disc 1 to Disc 2 in three ways: automatic full duplication of text; automatic partial duplication of text; manual, single-track duplication of text. (For detailed instructions, see the DISC DRIVE section of this Manual.)

## ELITE

ELITE is the standard name for 12-pitch type. An 8½-inch wide sheet of paper has room for 102 characters, side to side, in ELITE. (See PITCH.)

## END CODE

The END CODE is used to indicate the end of text that is to be **stored** or **saved**. The Text Editor will stop storing or saving when it reaches the END CODE. An END CODE inserted in the text will also stop **roll up**. END CODES themselves are never stored or saved. (See ROLL UP, STORE, SAVE, PAGE END, PRINT.)



## FILE A AND FILE B

Each disc is divided into two separate FILES, FILE A and FILE B. Each FILE contains 30 separate **tracks**. Each of these tracks can permanently store one full page of typed text. When storing text, you must decide which FILE to store on.

To choose the appropriate FILE, press the **file selector button** for the Disc Drive you are using. The "A" or "B" signal light indicates which FILE is in use. Then you must decide which track to use on that FILE. The appropriate track number must be put in the **track window** on the panel before you can **store** the text on that FILE track.

Before you **read** a track to the screen, you must put the appropriate track number in the track window. (See DISC, FILE WINDOWS.)



## FILE A AND B WINDOWS (TRACK WINDOWS)

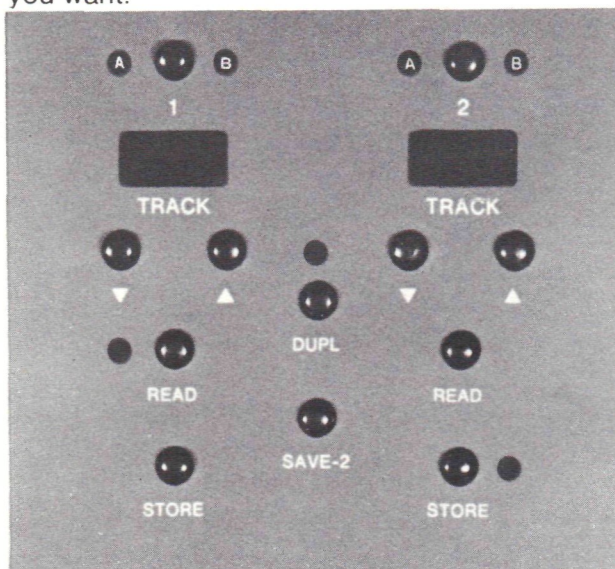
The FILE WINDOWS show the number of the **track** you are about to **read** or **store**. If you are using FILE A, and the WINDOW shows the number 03, you will see the text from Track 03 on the screen after you press read; you will store on Track 03 if you press store.

To choose the appropriate FILE, press the **file selector button** for the Disc Drive you are using. The "A" or "B" signal light indicates which FILE is in use.

The buttons below the FILE WINDOWS allow you to select the track number you want. The button with the upward pointing triangle allows you to raise, or **increment**, the number in the WINDOW. The button with the downward pointing triangle allows you to lower, or **decrement**, the number.

After you have read or stored a track, the number in the WINDOW automatically increments to the next track number. You can alternate from FILE A to FILE B, or back, in any sequence necessary. (See DISC.)

You may alternate from Disc 1 to Disc 2, or back, in any sequence necessary by pressing the **store** or **read** button for the Disc Drive you want.



## FILE SELECTOR BUTTONS

The FILE SELECTOR BUTTONS are located between the "A" and "B" signal lights for the discs in DISC DRIVE 1 and DISC DRIVE 2. You must press these buttons to change from **File A to File B**, or back again, on each Disc Drive. The "A" or "B" signal light indicates which **file** is in use.

## FILE WINDOW BUTTONS

The FILE WINDOW BUTTONS are the control buttons below the FILE WINDOWS used to raise or lower the numbers in the FILE WINDOWS. (See FILE A & B WINDOWS.)

## FILING SYSTEMS

There are seven standard filing systems used with the Text Editor:

Daily; Numerical; Alphabetical; Subject; Department; Originator's Initials; Cross Referenced.

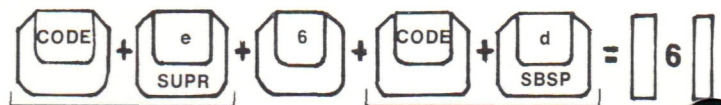
To find the FILING SYSTEM most appropriate to your needs, check the FILING and STORAGE SYSTEMS section in this Manual. The design of systems and procedures can be tailored to your special situation.

## FLOPPY DISC

FLOPPY DISC is another name for disc. (See DISC.)

## FOOTNOTES

FOOTNOTE numerals can be typed directly into the text using the **superscript** and **subscript** codes. When you get to the space where you wish to place a FOOTNOTE numeral, first press the superscript code, then type the numeral, then press the subscript code.\* On the screen this will look like:



\* Remember to put the correct number of spaces after the subscript: 2 spaces if the footnote is at the end of a sentence; 1 space if the footnote is in the body of a sentence.



# GLOSSARY

During print, these codes will automatically roll the platen down one-half line, print the numeral, and roll the platen back to the original line. The superscript and subscript codes themselves will not print or use space on the printed sheet.

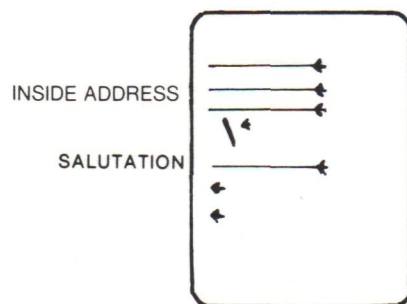
All FOOTNOTES may be typed and **stored** on one track. These can then be merged on the screen and printed as needed. (See SUBSCRIPT, SUPERScript.) (For detailed instructions, see the OPERATIONS section of this Manual.)

## FORM LETTERS

FORM LETTERS should be typed in two parts. First the letter itself, including date, body and closing, should be typed and stored.\* Do not type inside address or salutation. Leave the same number of lines between date and body that you would normally leave between date and inside address.

Next, type as many inside addresses and salutations on the screen as possible. Put **stop codes** between inside address and each salutation. Store on a different blank track.

You can use the Dual Disc Drive for FORM LETTERS by **storing** all FORM LETTERS on one disc, and storing all inside addresses on a second disc. The FORM LETTERS disc can be used in DISC DRIVE 1, while the address disc is in DISC DRIVE 2.



\* Another method for FORM LETTERS involves **saving** the body of the letter and **recalling** it under each salutation.

\*\* In FORMS MODE, all typographical errors must be corrected by **overtyping**.

Now **save** one inside address and salutation and **clear** the screen. Read the FORM LETTER to the screen. **Recall** the inside address and salutation in proper position.

Print an envelope using proper settings on the printer. Then **character out** the stop code after the inside address.

Send the cursor home and print the entire FORM LETTER. Repeat this procedure for each letter and envelope. (See COMPOSITE MODE, PREPRINTED FORMS, VARIABLE TEXT.) (For detailed instructions, see the OPERATIONS section of this Manual.)

## FORMS MODE

The FORMS MODE is used when typing **variable text** on preprinted forms.

You can use the Dual Disc Drive in FORMS MODE by **storing** all **constant text** on the disc in DISC DRIVE 1, and storing all **variable text** on the disc in DISC DRIVE 2.

Follow these steps to use FORMS: 1. Type an exact duplicate of your preprinted form. 2. Use **brite start/brite stop** to leave spacing for variable text. 3. Store the form. 4. Press the FORMS button once. The FORMS "F" signal light will light. 5. Type the variable text.\*\* 6. Store variable text on a separate track. 7. Insert a preprinted form in the printer. (If using fan-folded forms on the Forms Tractor, make sure you have a **top of forms** code at the end of your text on the screen.)† 8. Send the cursor **home** and press **print**. 9. Send the cursor home and press **page end**. The variable text will clear from the screen, leaving the form ready for more variable text. (See COMPOSITE MODE.) (For detailed instructions, see the OPERATIONS section of this Manual.)

## FORMS RULER

The FORMS RULER is used to measure horizontal or vertical space, to determine left

† When FORMS MODE is on, the only functions that will operate are **subscript**, **superscript**, **top of form**, and **reverse top of form**. FORMS MODE will not operate at the same time as JUSTIFY.



margins, and to help center text vertically. The FORMS RULER is helpful when creating a form on the screen to be used in **forms/forms composite** mode.

To determine left margins, use the Horizontal Scale on the FORMS RULER. The Horizontal Scale can be used on both Pica (10-pitch) and Elite (12-pitch) type. First, place the ruler under the longest line of type. Look at the ruler below the last (right-hand) character. Use the number in the CURSOR POSITION WINDOW SETTING area on the ruler to set your left margin. (Example: on the 10 pitch scale, if the longest line ends at 59 or 60, set your left margin at 13.)

To center text vertically on either standard or legal-size paper, use the Vertical Centering Scale. First, place the ruler at the first typing line. Count the number of lines to be printed. The second column on the ruler tells you how many lines to leave blank (**cursor returns** on screen) above the first line of text. \* (Example: if you are using standard paper (66 lines) and have 30 lines of text, you will need 18 blank lines above the first line of text.) (See CENTERING TITLE OR TEXT, LINE #.) (For detailed instructions, see the OPERATIONS section of this Manual.)

## FORMS TRACTOR

The FORMS TRACTOR is optional equipment for the printer. When attached to the printer, the FORMS TRACTOR provides controlled feeding of preprinted forms to the printer from a supply box located behind the printer. After printing, the FORMS are deposited in an empty receiving box. The FORMS TRACTOR generally is used with fan-folded or continuous feed paper. (For detailed instructions, see the PRINTER section of this Manual.)

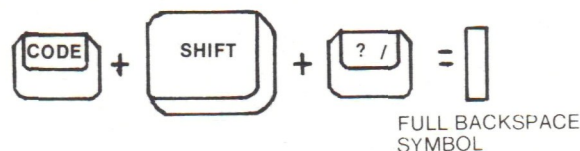
## FRICTION FEED MECHANISM

The FRICTION FEED MECHANISM con-

trols the pressure between sheets of paper and the platen in the printer. The FRICTION FEED MECHANISM is released by pulling the **paper release lever** toward you. (For detailed instructions, see the PRINTER section of this Manual.)

## FULL BACKSPACE

The FULL BACKSPACE is used when it is necessary to do **superscript** and **subscript** notations at the same location. FULL BACKSPACE is also used to make special symbols such as the "cent" sign, the "division" sign and the "does not equal" sign.



## FULL MEMORY

The Text Editor has a screen capacity of 4,093 characters. Once you type this many characters, additional characters cannot be typed on the screen.\*\* Instead, as you approach 4,093 characters, the screen will start to **ripple** or **wave**. At FULL MEMORY, 4,093 characters, a continuous "beeping" sound will occur if you try to type more characters.

At this point you should **store** what you have and continue typing on a blank screen. (See REPAGINATION.)

## FUNCTION KEYS

The FUNCTION KEYS are keys other than the standard typewriter keys. FUNCTION KEYS control the various editing operations that the Text Editor can perform.

## GLARE SCREEN

The GLARE SCREEN is the tinted, removable plastic screen which covers the glass screen of the CRT. The GLARE SCREEN can be removed for cleaning as needed.

\* Remember, paper placed under the **paper bail** on the printer will automatically have 4 blank lines at the top.

\*\* You can store 4,093 characters on each track of a disc.



# GLOSSARY

## HOME

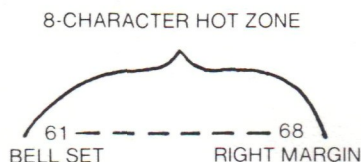
HOME or the HOME position is the upper left corner of the screen. The **cursor** appears in this HOME position when the Text Editor is first turned on. Any operations that require **reading, storing, printing** or **saving** a full screen of text must begin with the cursor at HOME.

To send the cursor HOME, press the HOME key at the bottom right of the keyboard.

## HOT ZONE

The HOT ZONE is an 8-character margin which begins at the **bell set** signal at the end of each line of text. When you hear the bell set signal, you know that you have 8 character spaces to end your line of type. The last character in the HOT ZONE is the true right margin for the printed page.

In **adjust margin**, the Text Editor will automatically adjust lines of type to end within the 8-character HOT ZONE. If a line does not stop naturally within the HOT ZONE, the



Text Editor will stop and wait for your decision on hyphenation or spacing. (See ADJUST MARGIN, BELL SET, HYPHENATION, MARGINS.)

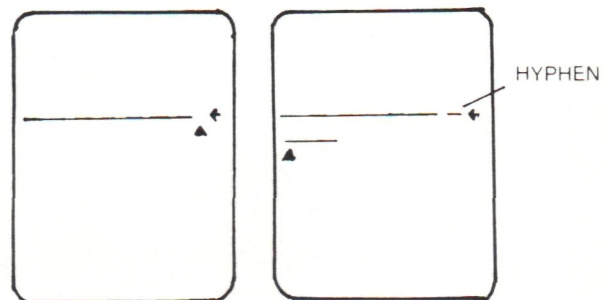
## HUB

HUB is another name for the **print wheel knob** at the center of the print wheel. (See PRINT WHEEL, PRINT WHEEL KNOB.)

## HYPHENATION, END OF LINE

In **adjust margin**, the Text Editor will stop automatically if a line does not end within the 8-character **hot zone**. You must then decide whether to HYPHENATE the word at the end of the line, move the word to the next line, or leave the line as it is and move the cursor to the next line.

If you decide to HYPHENATE, move the cursor to the appropriate place on the text. Press **character enter** and press the HYPHEN key. Then press character enter again and press **return**. The rest of the word and the cursor will move to the next line. Now press **adjust margin** again and the Text Editor will continue to adjust the text. (See ADJUST MARGIN, BLOCK INDENTING, HOT ZONE.)



## INCREMENT

When the numbers get "higher" in the **cursor position window** or the **file windows**, we say the number INCREMENTS. (Example: the number in File B INCREMENTS from 15 to 16.)

If instructions tell you to INCREMENT a number, you should make it higher. (Example: INCREMENT the cursor position number from 06 to 21.)

INCREMENT is the opposite of **decrement**. (See DECREMENT.)

The upward pointing triangle stands for INCREMENT.

## INDENTING

You can INDENT on the Text Editor in four different ways. First, you can INDENT manually by pressing the space bar until you reach the desired position. Second, you can set a tab at the desired position. Then all you need to do is press the **tab** key to reach your INDENTATION. Third, you can use your **right directional arrow** to move the cursor to the desired position. Fourth, you can use the **adjust margin** key to **block indent**. (See BLOCK INDENTING, TABS.)

## INDICATOR

The INDICATOR on the **print wheel carriage** is a white line which points at the exact location on the sheet where the next character will be printed.

## INSIDE ADDRESS

The INSIDE ADDRESS is on the first page of a letter. It consists of:

Person's name  
Company's name (if applicable)  
Street address  
City, State      ZIP Code

## JACKETS

The mylar disc is permanently housed in a protective JACKET. The permanent JACKET can then be placed in a removable outer JACKET.

All disc labels should be prepared first, then attached to the permanent JACKET. A duplicate label should be attached to the removable JACKET. Discs should only be handled by the protective JACKET, never by the exposed mylar areas.

If a disc "sticks" inside its permanent JACKET, place your thumb and forefinger into the hole in the middle of the disc, and gently twist the disc until it rotates freely. (See DISC.)

## JUSTIFY

The Text Editor will JUSTIFY, or align right margins of text, automatically. JUSTIFICATION takes place during printing.\* Text on the screen is never seen with right margins JUSTIFIED.

Before you can print with JUSTIFY operating, text must go through the **adjust margin** procedure. Lines of text that do not fall within the **hot zone** after **adjust margin** will not be JUSTIFIED during printing. To prevent a specific line, such as a title, from being JUSTIFIED, even though it ends within the **hot zone**, add

15 spaces (use the **space bar**) at the end of the line.

Once **adjust margin** is completed, press the JUSTIFY button on the panel, then press print.

JUSTIFY is commonly used with block text and with columns of text where each column is justified and printed separately.

To print JUSTIFIED paragraphs with different right margins, place a **stop code** at the beginning of the next paragraph. When the printer stops, reset the right margin, remove the stop code, and print. (See ADJUST MARGIN.) (For detailed instructions, see the OPERATIONS section of this Manual.)

## KEYBOARD

The electronic KEYBOARD on the Text Editor is similar to the KEYBOARD on a standard typewriter. This KEYBOARD, however, has several additional functions and editing keys.

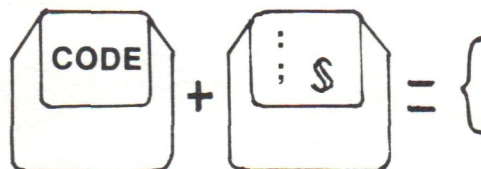
Become familiar with all key positions as soon as possible. Consult the **code charts** in this Manual to understand the special code combinations that you can use with this KEYBOARD. (See CODE CHARTS.)

## KEYBOARDING

KEYBOARDING is another name for typing on the KEYBOARD. To enter text on the screen you must type or KEYBOARD it.

## LEFT BRACE

A LEFT BRACE is typed on non-legal print wheels by pressing **code** and the **semi-colon** key at the same time. (See CODE AND PRINT CHARTS section of this Manual.)



\* JUSTIFY will not operate at the same time as FORMS or FORMS COMPOSITE MODE.



# GLOSSARY

## LEFT MARGIN SET

See MARGIN, LEFT.

## LINE # (LINE NUMBER)

The LINE # button changes the number in the **cursor position window** from a measurement of horizontal characters to a measurement of vertical lines.

When the LINE # light is off, the cursor position number indicates horizontal characters.

When the LINE # light is on, the cursor position number indicates vertical lines. (See CENTERING TITLES OR TEXT, FORMS RULER.)

## LINE END

The LINE END key is used to delete text from the cursor to the end of that line. If the cursor is at the left margin, the entire line will be cleared. The next line will not move up automatically to fill the blank line. (See LINE OUT.)

## LINE ENTER

The LINE ENTER key is used to insert extra blank lines anywhere on the screen. Text below the new line will move down automatically. Text above the new line does not move. The new line will ENTER at the line the cursor points to. The cursor will automatically move to the left margin of the empty line.

Each press of the LINE ENTER key will enter one more blank line.

## LINE OUT

The LINE OUT key is used to delete full lines of text from the screen. The next line of text moves up automatically to fill the empty line. The line the cursor points to will be deleted after pressing LINE OUT.\*

The LINE OUT key will delete the entire line no matter what character the cursor points to on that line. (See LINE END.)

## LOCKING HOOKS

The LOCKING HOOKS are at the left and right ends of the Forms Tractor. The LOCKING HOOKS fit onto the grooves in the platen shaft and hold the Forms Tractor in place on the printer. (For detailed instructions, see the PRINTER section of this Manual.)

## MAILING LISTS

MAILING LISTS can be typed and stored with **stop codes** between each completed inside address and salutation. Inside addresses can then be printed directly onto envelopes.

MAILING LISTS can also be used with **form letters** for both envelope and inside address, and salutation.

You can use the Dual Disc Drive in preparing MAILING LISTS by **storing all inside addresses** and **salutations** on the disc in DISC DRIVE 2.

For mail addressed to many different people at one address, store all the names on one track and put the address on **save**. Names can be **read** to the screen from **store**, while the address is **recalled**. An envelope can be printed while an address is being recalled for the next name on the list. (See COMPOSITE MODE, FORM LETTERS.) (For detailed instructions see the OPERATIONS section of this Manual.)

## MAINTENANCE

For MAINTENANCE suggestions, see the PREVENTIVE CARE section of this Manual.

## MARGIN, LEFT

To set the LEFT MARGIN, position the cursor at home or at the extreme left side of the screen. Make sure the **cursor position window** is measuring horizontal characters. The **line #** light should be off. Set the **pitch** control at 10

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\* LINE OUT is a repeating key. It will delete one line each time you press the key. If you press six times, six consecutive lines will be deleted.



or 12 pitch for accurate line length. Finally, use the buttons below the **cursor position window** to set the desired LEFT MARGIN number in the window. That's all there is to it.\*

The text on the screen will not move when you set or change the LEFT MARGIN. But the number you set in the cursor position window will be the LEFT MARGIN where text begins printing on the printed page.

After you set the LEFT MARGIN, you should set the right margin. (See ADJUST MARGIN, RIGHT MARGIN.)

#### MARGIN, RIGHT

To set the RIGHT MARGIN, position the cursor 8 characters to the left of your desired RIGHT MARGIN. Now press the **bell set** key. This will establish the 8-character **hot zone** which begins at the **bell set**. Your true RIGHT MARGIN is 8 characters to the right of the bell set signal.

After you set the RIGHT MARGIN, you may **adjust margin**.

You must always set the LEFT MARGIN before you set the RIGHT MARGIN.\* (See ADJUST MARGIN, LEFT MARGIN.)

#### MARGIN CHARTS

MARGIN CHARTS show left and right margin settings and bell sets for lines of type in 10 pitch and 12 pitch. The left margin settings will center the text on the printed sheet. (See FORMS RULER, MARGIN.)

#### MEMORY

See FULL MEMORY.

#### MERGING TEXT

You can combine, or MERGE individual paragraphs to make a variety of letters or documents by keyboarding and **storing** each paragraph on a separate **track**. Then, starting with a blank screen, you can **read** each paragraph to the screen in the exact order you need.

Type any new information you need, such as dates, inside addresses, salutations or **variable text**, after you have MERGED all the necessary paragraphs. This MERGED document is now ready for print. The individual paragraphs are still stored on their separate tracks.

You can use the Dual Disc Drive while MERGING TEXT by selecting text from any **track** on Disc 1 or Disc 2. You may also substitute new discs in either Disc Drive during the MERGING operation.

With 2 discs in the Dual Disc Drive, you can MERGE text from any of 120 tracks (60 on Disc 1 and 60 on Disc 2).

MERGING TEXT can also mean reading one track to the screen above, below, or in the middle of text already on the screen after you **line enter** adequate space. (For detailed instructions, see the OPERATIONS section of this Manual.)

#### MODE

MODE is a term used to describe a series of steps or operations. When **forms** is operating, the Text Editor is in the **forms mode**.

#### MULTIPLE COPY SELECTOR LEVER

The MULTIPLE COPY SELECTOR LEVER is on the top of the printer in the left, rear corner. This LEVER adjusts the platen to allow for carbon copies or multiple forms. When the LEVER is in its forward position, the printer will hold one original and up to three carbon copies. The LEVER must be moved back one position for each additional set of three carbons in the printer.\*\* (Example: for original plus up to three carbons, the LEVER remains in the forward position. For original plus up to six copies, the LEVER must be moved back one position. For up to nine copies, move the LEVER back two positions.)†

\* When the Text Editor is turned on, the margins are automatically set at left-13 and right-65. You must set LEFT MARGIN before centering a heading.

\*\* Position of the LEVER may vary with very heavy or very light paper.

† After printing multiple copies, move the LEVER to the forward position to insure clear, crisp, dark, single copies.



# GLOSSARY

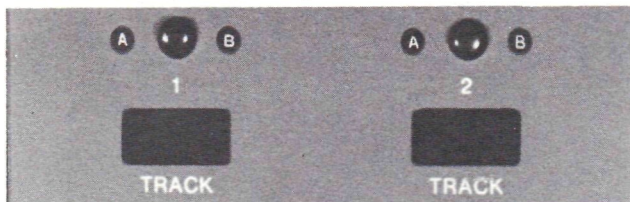
## OCCUPIED SIGNALS

The OCCUPIED SIGNALS are the red "A" and "B" signals above the **track window** for each Disc Drive. The OCCUPIED SIGNALS will blink on two occasions: 1. if you press the **store** button for either Disc 1 or Disc 2 and the track showing in the window already holds text; 2. if you press the **save** key, and the **save** track on either disc already holds text. (For **save**, the **File A** light blinks on and off.)

To **overstore** when the OCCUPIED SIGNAL blinks press store a second time. To save when the OCCUPIED SIGNAL blinks, press save a second time. If you overstore or save, the original material from the file track or save track is cleared permanently.

If you decide not to overstore or save, press the **stop** button to avoid accidentally overstoring or saving text. (See OVERSTORE, SAVE AND RECALL, STOP, STORE.)

(For detailed instructions, see the DISC DRIVE section of this Manual.)



## OPERATOR

An OPERATOR is anyone who types, edits or prints using the Text Editor.

## OPERATOR INSTRUCTION LINE

You should make a habit of typing an OPERATOR INSTRUCTION LINE at the top of every new page of text you keyboard. Begin with a **skip code** so that the INSTRUCTION LINE will not be printed. Then type the margin settings, tab settings, pitch, special information or unique situations such as Reverse Top of Form. \* If using a second disc in the Dual Disc Drive, it is a good idea to cross reference the

two discs with the symbol "X" and the code for the second disc.

You may also wish to include a summary of the text or a working title. Place a **skip code** at the beginning of each line of OPERATOR INSTRUCTIONS.

This OPERATOR INSTRUCTION LINE is very valuable if you must interrupt your work and come back to it at a later date. It is also very important if more than one operator will be working with this text.

## ORIGINATOR

ORIGINATOR refers to anyone who sends text to an operator. An ORIGINATOR may not be the original author. The ORIGINATOR may be an editor/compiler who works with text authored by other people.

## OVERREADING

OVERREADING occurs when two **stored** tracks appear on the screen at the same time. This can occur in only two situations: 1. the **read** button is accidentally pressed when the screen is already displaying text; 2. the Text Editor is in **forms mode**, and a track of variable text is being read onto the form on the screen.

To end accidental OVERREADING, press **stop**, clear the screen, then read the original track again. (See FORMS MODE.)

## OVERSTORING

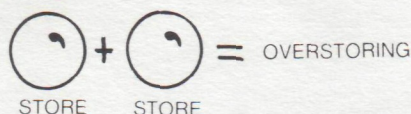
OVERSTORING means storing new text on a track that already contains material. You can only OVERSTORE if there is already text on the track.

To OVERSTORE on a track, press the store button. If the occupied signal lights, press the store button a second time. During the second press of the store button, the old text will be cleared and the new text on the screen will

\* Some common abbreviations for the OPERATOR INSTRUCTION LINE are: A,B = File letters; LM = left Margin; RM = right margin; T = tab setting; P = pitch; RTFM = reverse top of form; TPFM = top of form; X = cross reference for other discs.



be stored on the track. The number in the **file window** will increment after OVERSTORING.\*



If you want to avoid OVERSTORING, press the **stop** button when you see the **occupied signal**. (To OVERSTORE while using automatic duplication, see the DISC DRIVE section of this Manual.)

### OVERTYPING

You use OVERTYPING to correct simple typing errors. Position the cursor exactly at the character you wish to change and type the correct letter or letters. The Text Editor will delete the original letter and type the new letter in its place. You can OVERTYPE a character, a word or an entire line.

For longer typing corrections, such as a full paragraph revision, it is simpler to **line out** or **line end** the text and retype.

### PAGE

PAGE refers to text in the original author's document, or to text on the final printed copy. Once a PAGE has been typed and stored on a disc, it is called a **track**.

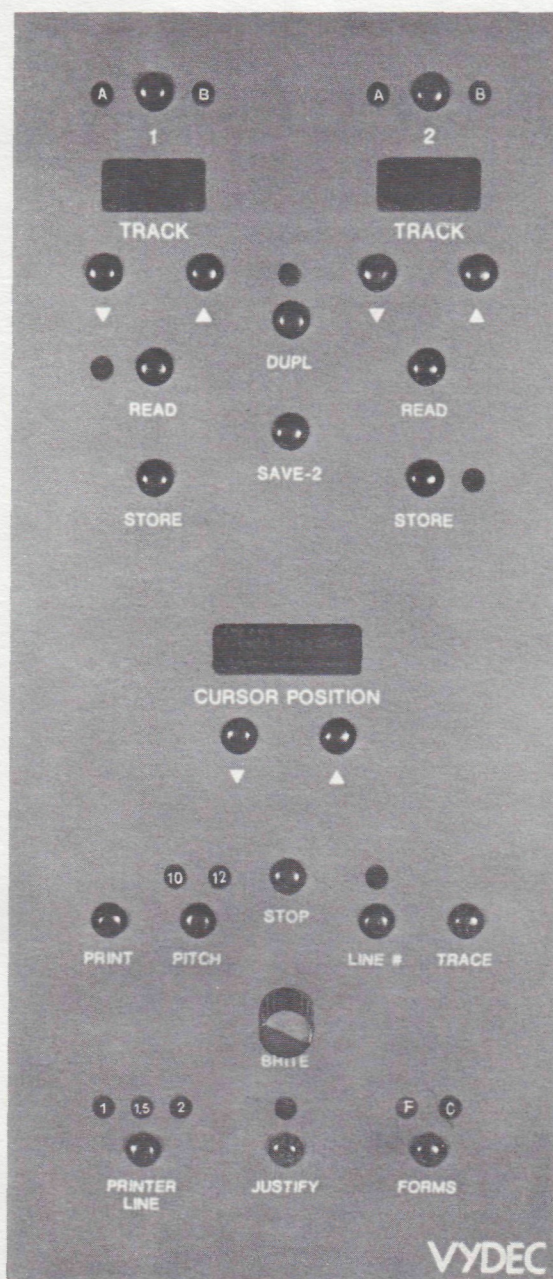
### PAGE END

The PAGE END key is used to clear text from the screen. With the cursor in the home position, PAGE END will clear the entire screen. With the cursor at any other position, PAGE END will clear the screen from the position of the cursor to the end of the text. \*\*

### PANEL

The PANEL on the Text Editor includes all the controls on the console to the right of the screen. These controls include file selector buttons, file windows, read buttons, store but-

tons, duplication button, save-2 button, cursor position window, print button, pitch button, stop button, line # button, trace button, brite knob, printer line button, justify button, and forms button.



\* Be sure you want to clear old text from a track before you OVERSTORE.

\*\*PAGE END will delete any text that has been "pushed down" below the screen into the **buffer area**. Use **roll up** when working with text in the buffer area to bring text up to the screen.



# GLOSSARY

## PAPER BAIL

The metal PAPER BAIL is above the platen on the printer. The PAPER BAIL holds the sheet of paper firmly against the platen. Pull the PAPER BAIL toward you when you put paper in the printer.

## PAPER BAIL ROLLERS

The PAPER BAIL ROLLERS are the small, rubber rollers on the **paper bail**. Position the ROLLERS at the edges and the center of paper and envelopes.

## PAPER CENTERING SCALE

The PAPER CENTERING SCALE is immediately behind the platen on the printer. The CENTERING SCALE serves as a guide when inserting paper in the printer.

## PAPER EDGE GUIDE

The PAPER EDGE GUIDE is behind the paper centering scale on the printer. The movable EDGE GUIDE helps insure that paper inserted into the printer is perpendicular to the platen.

## PAPER GATES

The PAPER GATES are on the **drive sprockets** of the Forms Tractor. The PAPER GATES hold forms in place on the Forms Tractor. (For detailed instructions, see the PRINTER section of this Manual.)

## PAPER RELEASE LEVER

The PAPER RELEASE LEVER is on the top of the printer in the right, rear corner. In its forward position, the LEVER releases pressure on the platen so that paper may be straightened after it has been inserted in the printer. With the LEVER all the way back, the paper is held firmly in place, ready for printing.

## PICA

PICA is the standard name for 10-pitch type. An 8½-inch wide sheet of paper has room for 85 characters, side to side in PICA. (See PITCH.)

## PITCH, 10 or 12

The PITCH button on the panel allows you to choose 10-PITCH (10 characters per inch = Pica) or 12-PITCH (12 characters per inch = Elite) type. Choice of PITCH should be made before typing text to the screen. The PITCH chosen should also correspond to the PITCH of the characters on the **print wheel**.

The **forms ruler** and **margin charts** give margin information for both 10-PITCH and 12-PITCH type. The **pitch guide** is an easy-to-use measure on the printer itself. (See ELITE, PICA.)

## PITCH GUIDE

The PITCH GUIDE is on the printer in front of the platen. The PITCH GUIDE allows you to measure the width of lines printed in different PITCH before you begin to print. (See PITCH, 10 or 12.)

## PLATEN

The PLATEN, or roller, is the hard rubber tube which holds the paper in position during printing. The rubber PLATEN acts as a cushion when characters are struck against the paper.

## PLATEN KNOBS

The PLATEN KNOBS on either end of the platen, allow you to turn the PLATEN manually when loading paper into the printer. The LEFT PLATEN KNOB allows half-line turns of the platen. The RIGHT PLATEN KNOB allows finer adjustments to the PLATEN.



## PLATEN LOCKING LEVERS

The PLATEN LOCKING LEVERS, located next to the platen knobs, must be pushed back in order to lift the platen out of the printer. (For detailed instructions, see the PRINTER section of this Manual.)

## PLATEN SHAFT

The PLATEN SHAFT is the metal core which runs through the rubber platen. The SHAFT is exposed at each end of the platen. The Forms Tractor fits onto the grooves of the PLATEN SHAFT. (For detailed instructions, see the PRINTER section of this Manual.)

## POSITIONING ARROWS

POSITIONING ARROWS is another name for the DIRECTIONAL ARROWS. (See DIRECTIONAL ARROWS.)

## POWER ON

The POWER ON button, located just above the Disc Drive, is used to turn the Text Editor on and off. When POWER ON is pressed, the following things happen:

- the printer activates and is ready to print
- DISC DRIVES 1 and 2 activate
- the keyboard activates and is ready for typing
- the cursor appears in the home position
- margins are set at left-13, right-65
- all tabs are cleared
- file windows** both read 01
- file A** signal lights are on for Discs 1 and 2
- pitch is set at 10 (Pica)
- trace is on
- printer line is set for single spacing
- justify is off
- forms mode is off

## PREPRINTED FORMS

PREPRINTED FORMS, either on individual sheets of paper or fan-folded to fit on the Forms Tractor, are easy to use with the Text Editor in **forms mode**. Once the spacing for **variable text** has been placed on the screen, the variable text can be typed, then printed onto the waiting FORM. (For detailed instructions, see the OPERATIONS section of this Manual.)

## PREVENTIVE CARE

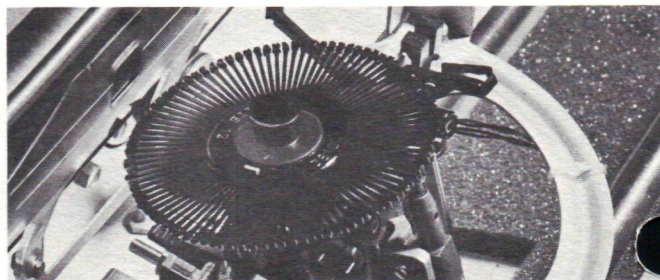
The PREVENTIVE CARE section of the Reference Manual describes the routine attention your Vydec Text Editor should have. If you don't have a maintenance or inspection routine worked out yet, look through this section now.

## PRINT

The PRINT button is on the lower section of the panel. One press of the button activates the printer.\* All text on the screen, from the beginning of the line the cursor is on and down, will then be printed. Once PRINT has been pressed, the printer will stop for only four reasons: a **stop code** in the text; a press of the **stop** button; an exhausted carbon ribbon; an **end code** in the text.

## PRINT WHEEL

The PRINT WHEEL is the revolving plastic WHEEL which prints characters on final copy in the printer. PRINT WHEELS come in a var-



\* If the PRINT button is held for more than six-tenths (6/10ths) of a second, the PRINTER will **double strike** each character.



# GLOSSARY

iety of typestyles and are easily interchangeable. (For detailed instructions, see the **PRINTER** and **CODE AND PRINT CHARTS** sections of this Manual.)

## PRINT WHEEL ALIGNMENT TAB

The **PRINT WHEEL ALIGNMENT TAB** is a small rectangular hole on the edge of the **print wheel knob**. When replacing the print wheel, the metal flange on the print wheel carriage must line up with and snap into the **TAB** rectangle. (For detailed instructions, see the **PRINTER** section of this Manual.)

## PRINT WHEEL CARRIAGE

The **PRINT WHEEL CARRIAGE** is the part of the printer which supports the print wheel and the ribbon cartridge.

## PRINT WHEEL KNOB

The **PRINT WHEEL KNOB**, or **hub**, is the raised rubber section at the center of the print wheel. You must grip this **KNOB** to pull the print wheel off the carriage. (For detailed instructions, see the **PRINTER** section of this Manual.)

## PRINTER

The **PRINTER** is the part of the Text Editor which prints out copy from the screen. The **PRINTER** is activated by the **print** button on the panel. Once the **PRINTER** begins it will stop only if it:

1. comes to a **stop code** in the text;
2. receives a stop signal from the manually controlled **stop** button;
3. runs out of ribbon;
4. comes to an **end code** on the screen.

(For detailed instructions, see the **PRINTER** section of this Manual.)

## PRINTER COVER

The snap-on **COVER** is removable for easy access to the ribbon cartridge and the print

wheel. When the **COVER** is removed, the **disabling switch** automatically stops the printer from operating. Replace the cover correctly so that the disabling switch will cause the printer to operate again

If the **PRINTER COVER** is not replaced correctly, the printer will not operate when you press the **print** button. (For detailed instructions, see the **PRINTER** section of this Manual.)

## PRINTER LINE

The **PRINTER LINE** button allows you to choose among three different line spacings for the printed page. The spacing you choose (1, 1.5, or 2) will appear only on the printed page, not on the screen.



Before printing you must calculate how many lines your text will need. (Example: 20 lines of text will use 30 lines in 1.5 spacing; 20 lines of text will use 40 lines in 2 spacing. If you have 50 lines on the screen, and choose **PRINTER LINE 2**, you will need 100 lines for the printed page. This is two full pages of text, so you must plan to stop the printer with a **stop code** and insert a second sheet during the printing operation.)

## PRINTER MODEL NUMBER / SERIAL NUMBER TAG

The **PRINTER MODEL NUMBER / SERIAL NUMBER** appears on the name plate on the back of the Text Editor Console.

## PROGRAMING

**PROGRAMING** on the Text Editor is simply a way of storing or saving a series of editing



instructions. Once the series of instructions, or PROGRAM, has been stored, or saved, the PROGRAM can be read or recalled and used immediately on any appropriate text.

The following editing functions can be PROGRAMED: adjust margin, bell set, brite start, brite stop, character enter, character out, directional arrows, line end, line enter, line out, page end, roll up, single space, tab, tab set.

Some general instructions for PROGRAM-ING are listed below.

1. Always begin a PROGRAM with **brite start**.
2. **Code** must be pressed simultaneously with function keys.
3. Do not use brite start or code for spaces or cursor returns.
4. Always do PROGRAMING with **trace** on.
5. To create a repeating PROGRAM, save it, recall it in trace as many times as you wish it to repeat, then save or store the entire PROGRAM.
6. When using PROGRAMS, turn trace off before reading or recalling.
7. The cursor should point to the location where you wish a PROGRAM to begin operating. Then **read** or **recall**. (For detailed instructions, see the OPERATIONS section of this Manual.)

#### READ/READ TO THE SCREEN

1. Place a disc in the Disc Drive you plan to use.
2. Use the **file selector button** to choose **File A** or **File B**.
3. Place the **track number** you want in the window.
4. Send the cursor to **home** position.
5. Press the READ button under the **file window**:\*
  - the text on the track will appear on the screen

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\* If you hold the READ button without letting go, the Text Editor will begin thumbing through all the pages on the file you are examining.

- the number in the file window will **increment\*\***
- the cursor will go to the end of the text on the screen

(See SPILL, THUMBING THROUGH.) (For detailed instructions, see the DISC DRIVE section of this Manual.)

#### RECALL

Text that has been **saved** can be brought back to the screen with the RECALL key. Place the cursor at the exact location you want the saved text to appear. Then press RECALL. Text already on the screen will be moved down automatically, making room for the RECALLED text.

Before using the RECALL key for the disc in DISC DRIVE 2, you must press the SAVE-2 button on the panel. (For detailed instructions, see the DISC DRIVE section of this Manual.)

#### REPAGINATION

REPAGINATION can mean either lengthening a document or shortening a document. In either case, inserting or deleting material from the middle of the document will undoubtedly lead to a change in the numbering of pages.

Any lengthy document that has been stored can be lengthened or shortened without extensive retyping. (For detailed instructions, see the OPERATIONS section of this Manual.)

#### REPAIRS

Before calling for REPAIRS, check the Troubleshooting section of this Manual. You can save time and energy by troubleshooting the Text Editor yourself. (See TROUBLESHOOTING.)

#### REPETITIVE LETTERS

REPETITIVE LETTERS is another name for FORM LETTERS.

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\*\* If the file window number does not increment, and the number in the file window "blinks", part of the text has not appeared on the screen. This is the **spill** condition. To see text in spill, press **roll up** and press READ again.



# GLOSSARY

## RETURN

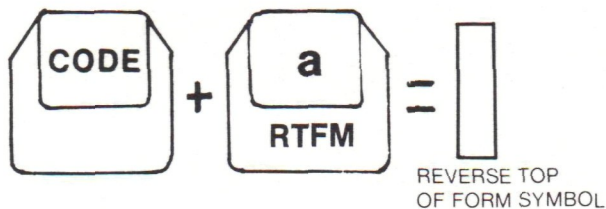
The RETURN key sends the cursor to the left margin of the next line to begin a new line of typing. The RETURN key can also be used with the hyphen and character enter keys to hyphenate a word at the end of a line and bring the remaining characters to the beginning of the next line. The RETURN key is also the quickest way to move the cursor down the left edge of the screen.

## REVERSE TOP OF FORM (RTFM)

The REVERSE TOP OF FORM code causes the printer to reposition the sheet in the printer. The sheet will go in REVERSE motion so that printing can begin again on the first line of the sheet.\* This REVERSE is very useful when printing wide documents from two separate tracks. The sheet will not have to be repositioned manually in order to continue printing.\*\*

REVERSE TOP OF FORM cannot be used with the FORMS TRACTOR.

REVERSE TOP OF FORM shows on the screen as a rectangle. This rectangle does not print. (See TOP OF FORM.)



## RIBBON

The Text Editor uses a RIBBON CARTRIDGE with either a fabric or a carbon RIBBON. When a carbon ribbon must be replaced, the printer will stop automatically. A fabric ribbon should be replaced when printed characters begin to fade.

## RIBBON ADVANCE BUTTON

The RIBBON ADVANCE BUTTON is beneath the printer cover on the right side of the printer. The RIBBON ADVANCE BUTTON must be pressed after inserting a new cartridge in the printer in order to expose the inked area of the ribbon. The RIBBON ADVANCE BUTTON must also be pressed to tighten the RIBBON after you replace the ribbon cartridge or print wheel. (For detailed instructions, see the PRINTER section of this Manual.)

## RIBBON CARTRIDGE

The RIBBON CARTRIDGE is placed on the print wheel carriage. CARTRIDGES, with carbon or fabric ribbons, are easily replaced. (For detailed instructions, see the PRINTER section of the Manual.)

## RIBBON CARTRIDGE RELEASE LEVER

The RIBBON CARTRIDGE RELEASE LEVER is below the cartridge on the left side of the print wheel carriage. The LEVER must be pressed down in order to remove the cartridge. (For detailed instructions, see the PRINTER section of this Manual.)

## RIBBON GUIDES

The two RIBBON GUIDES are located to the left and right of the carriage locking lever. The ribbon must be looped through the GUIDES when replacing the cartridge. Then the ribbon must be draped around the **ribbon tension lever**. (For detailed instructions, see the PRINTER section of this Manual.)

\* A one inch margin (6 lines) must be maintained at the bottom of the sheet when using REVERSE TOP OF FORM.

\*\* Do not put a cursor return after REVERSE TOP OF FORM, or the printer will REVERSE to the second line at the top of the form instead of the first line.

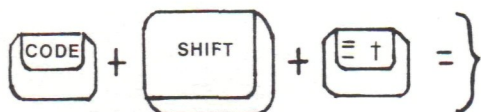


## RIBBON TENSION LEVER

The RIBBON TENSION LEVER is to the right of the right-hand ribbon guide. When replacing the cartridge, the ribbon must be looped around the TENSION LEVER after being looped through the **ribbon guides**. (For detailed instructions, see the PRINTER section of this Manual.)

## RIGHT BRACE

A RIGHT BRACE is typed on non-legal print wheels by pressing **code** plus **shift** and the **equal sign** key at the same time. (See CODE AND PRINT CHARTS section of this Manual.)



## RIGHT-HAND JUSTIFICATION

RIGHT-HAND JUSTIFICATION is another name for **justify**. (See JUSTIFY.)

## RIGHT MARGIN SET

See MARGIN, RIGHT.

## RIGHT PLATEN KNOB (FINE ADJUSTMENT)

The RIGHT PLATEN KNOB at the right end of the platen is used to make fine adjustments in the position of the sheet of paper in the platen. Push the KNOB in before turning for fine adjustments.

## RIPPLING

RIPPLING is the "moving" or "waving" of characters on the screen. RIPPLING begins when the screen is approaching **full memory**. It is a good idea to **store** the text on the screen when RIPPLING begins, before you reach full memory. Then begin typing again on a blank screen. (See FULL MEMORY.)

## ROLL UP

The ROLL UP key has two special functions: 1. the ROLL UP key will delete any text on the screen that is above an **end code**; \* 2. the ROLL UP key will "bring up" to the top of the screen any material below an end code or any material that has been "pushed down" into the **buffer area** below the screen during typing.

If there is no end code on the screen, all text on the screen will ROLL UP.

## SAVE, SAVE-2

The SAVE key is used to temporarily keep up to a full page of text on a special 61st track of the disc. You can SAVE text that you plan to move from one part of the screen to another; \*\*you can SAVE text that you plan to type or print repeatedly in a short period of time; you can also SAVE text when you are temporarily interrupted or when you have to leave the keyboard.†

The Text Editor will SAVE all text from the initial cursor position to the bottom of the screen or to the first **end code** in the text.††

Text that is in SAVE may be brought back to the screen by pressing the RECALL key. Recalled text will reappear at the location the

\* Text that has been ROLLED UP is permanently removed from the screen. If you will need this text later, store or save it before you press ROLL UP.

\*\* If you SAVE text in order to move it from one location on the screen to another location on the same screen, remember to remove the text from the original location before recalling it in the new position.

† Use SAVE only for temporary storage.

†† If the **occupied signal** lights when you press SAVE, there is already text on the SAVE track. Press SAVE a second time to complete the SAVE operation. The signal for SAVE is always the File A signal light.



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cursor is pointing to. The text in SAVE will reappear each time you press RECALL. The Text Editor will automatically move lines of text to the right and down the screen to make room for recalled text.

Before using the SAVE or RECALL key for the disc in DISC DRIVE 2, you must press the SAVE-2 button on the panel. The SAVE-2 button must be pressed each time you use either SAVE or RECALL on Disc 2. (See OVERSTORE, RECALL, ROLL UP.) (For detailed instructions, see the DISC DRIVE section of this Manual.)

## SCREEN

The SCREEN is the television tube (CRT) above the keyboard on the Text Editor. You may type up to 4,093 characters on the SCREEN with a maximum of 64 lines and a maximum of 96 characters per line.\* You may also **read** material in **store**, or **recall** material in **save** directly to the SCREEN.\*\*

Text on the SCREEN may also be stored, printed or saved. Before storing or printing, complete all editing. Setting margins will not change the text on the SCREEN, but it will determine the margins on the printed sheet.

The glass SCREEN is covered by a tinted, removable plastic screen. (See BRITE KNOB, FULL MEMORY, GLARE SCREEN, TRACE.)

## SERVICE

Before calling for SERVICE or repairs, check the Troubleshooting section of this Manual. You can save valuable time by troubleshooting the Text Editor yourself. (See TROUBLESHOOTING.)

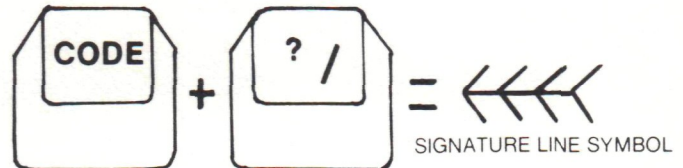
## SHEET

SHEET refers to the paper on which final copy will be printed. You insert a SHEET in the printer in much the same way you would insert a piece of paper in a standard typewriter.

\* When the SCREEN approaches its **full memory** capacity of 4,093 characters, it will begin rippling and, at full memory, "beeping" will occur. You will not be able to continue typing until you store the text already on the screen.

## SIGNATURE LINE

You can type a SIGNATURE LINE on a letter or document by pressing the **code** key and the **slash** key at the same time.



## SINGLE SPACING

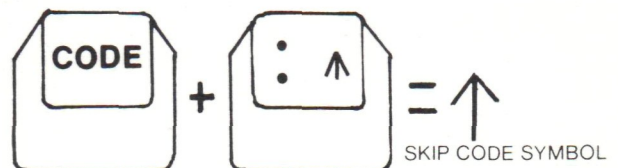
The Text Editor is set to type in SINGLE SPACE when you press **power on**. You may change text to **double spacing** by pressing the double space key after the text is completely typed, or by setting the **printer line** control at 2.

Text in double space may be changed to SINGLE SPACE by sending the cursor to the first line of text to be SINGLE SPACED and holding the SINGLE SPACE key down. The Text Editor will SINGLE SPACE from the point of the cursor to the bottom of the text.

If you SINGLE SPACE quickly and "lose" the blank line between paragraphs, you can easily reinsert the blank line with one press of the **line enter** key. (See DOUBLE SPACING.)

## SKIP CODE

The SKIP CODE is used to prevent the printing of a line or lines of type, such as operator instruction lines. SKIP CODES at the end of paragraphs keep the paragraphs from merging with other paragraphs during the **adjust margin** procedure.



SKIP CODES must be inserted at the end of every paragraph, including the last paragraph on the screen.

\*\* If you **double space** after typing, some lines of text may be "pushed down" below the bottom of the SCREEN. Follow the **store** and **roll up** procedure to retrieve this text.



## SPACE BAR

The SPACE BAR is similar to the SPACE BAR on a standard typewriter. It is used for standard spacing between words while typing. It is also used to delete unwanted characters during editing. When you **overtypes** a character with the SPACE BAR, a space will appear on the screen.

## SPILL

The Text Editor goes into SPILL when you **read** a second track below a track on the screen, but there is not enough room on the screen to show all the text from the second track. You will know the Text Editor is in SPILL because the track number in the **file window** will not increment and will blink.\*

To take the Text Editor out of SPILL, follow the **roll up** procedure. After rolling up, you can get the next portion of the track that is in SPILL by positioning the cursor at the next blank line and pressing the read button.

## STATISTICAL DISPLAY MODE \*\*

The STATISTICAL DISPLAY MODE is activated by moving the cursor to the left side of the screen and pressing down the **left directional arrow** for one second. When in STATISTICAL DISPLAY, each line of the Text Editor can hold up to 160 characters, as opposed to the normal line of 96 characters. It is best to have text on the screen when moving into STATISTICAL DISPLAY; the text will seem to "shrink" and move to the left, indicating that you are in STATISTICAL DISPLAY. To go back into a normal, 96-character line, move the cursor to the left side of the screen and hold down the left directional arrow. You will see text on the screen change to a 96-character line.

Text typed in STATISTICAL DISPLAY can be changed back to normal display at any

time. Any line greater than 96 characters will automatically go into **wraparound**. Any **bell set** beyond the 96th character will be cleared and the bell set returned to 65.

**Adjust margin, justification, forms and forms composite** all function in STATISTICAL DISPLAY MODE. The Printer, however, is still limited to a 132-character line in 10-pitch and a 158-character line in 12-pitch.

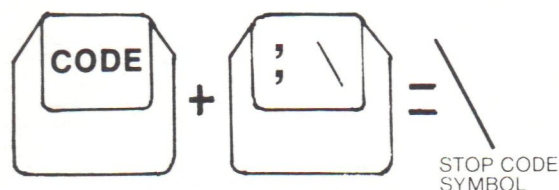
## STOP BUTTON

The STOP button on the lower section of the panel will STOP any activity on the Text Editor. STOP will halt the printer. STOP will also clear the **occupied signal** if you decide not to overstore or save.

After you press the STOP button, you can continue with normal procedures on the Text Editor.

## STOP CODE

The STOP CODE is used to STOP the printer only. STOP CODES are used to print envelopes from the inside address of a letter, to allow you to adjust the platen manually in the middle of text, to allow you to change the print wheel for special characters or symbols, or to allow you to reset the **bell set** when **justifying** paragraphs of different line lengths.



## STORE

The STORE button is used to STORE text on a track of the disc. STORE should begin with the cursor in the home position. STORE

\* When the Text Editor is in SPILL, you can save and recall text on the screen, read text to the screen from the opposite file, and store on the opposite file. When in SPILL, always store edited text on the opposite file.

\*\* STATISTICAL DISPLAY MODE is an option available on the Text Editor.



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will retain everything from the initial cursor position to the bottom of the text or the first **end code** on the screen.



If STORE has worked successfully, the cursor will go to the bottom of the STORED text, and the number in the file window will increment.

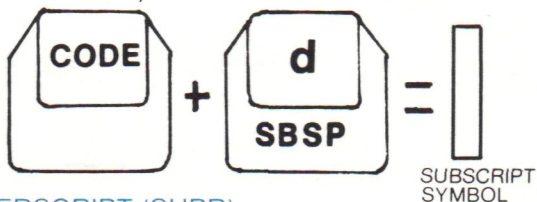
If the **occupied signal** lights when you press STORE, you know there is text already STORED on that track. You may overstore by pressing STORE a second time, or you may press **stop** and STORE again on a different track.

To STORE on Disc 1, you must press the Disc 1 STORE button. To STORE on Disc 2, you must press the Disc 2 STORE button. (See OVERSTORING.) (For detailed instructions, see the DISC DRIVE section of this Manual.)

## SUBSCRIPT (SBSP)

The SUBSCRIPT code is used when you want to type characters below the line of type for scientific notation and formulas. SUBSCRIPT is also used when you want the printer to return to the normal line of type after printing a **superscript**. You get a SUBSCRIPT by pressing the **code** key and the “**d**” key at the same time.

The SUBSCRIPT symbol can be seen on the screen, but it is never printed and it does not use a space in the printed copy. (See SUPERScript.)

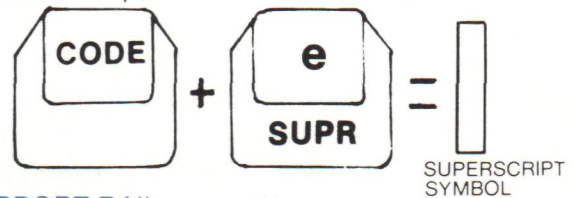


## SUPERScript (SUPR)

The SUPERScript code is used when you want to type characters above the line of

type for footnotes or for scientific notation and formulas. SUPERScript is also used when you want the printer to return to the normal line of type after printing a **subscript**. You get a SUPERScript by pressing the **code** key and the “**e**” key at the same time.

The SUPERScript symbol can be seen on the screen, but it is never printed and it does not use a space in the printed copy. (See SUBSCRIPT.)



## SUPPORT RAIL

The SUPPORT RAIL is the steel rail which supports the Forms Tractor drive sprockets and paper gates.

## TABLE OF CONTENTS

It is important to store a permanent TABLE OF CONTENTS on each disc you use. The TABLE OF CONTENTS should be on File A, Track 01 or File B, Track 30. The TABLE should list the title and other important information about the documents stored on each track. As you store additional text on the disc, bring your TABLE OF CONTENTS up-to-date by reading it to the screen, typing the new information, and **overstoring** it.

A TABLE OF CONTENTS can also be kept on the back of the removable disc jacket.\* (See THUMBING THROUGH.)

## TABS

TABS on the Text Editor are really a rapid way of moving the cursor from left to right on the screen just by pressing the TAB key. TABS are not set for the printer, only for **keyboarding** text.

When you press **power on**, the TABS are automatically cleared. To set TABS, move the

\*Remember to remove the disc when writing on the removable jacket.



cursor to the space where a TAB is required and press the TAB SET key. You may set as many TABS as you need with the TAB SET key.

To clear one TAB, lightly press the TAB CLEAR key with the cursor at the TAB setting you wish to remove. To clear all TABS, hold the TAB CLEAR key down firmly.

Before setting TABS for new material, it is advisable to go through the TAB CLEAR procedure.

### THUMBING THROUGH

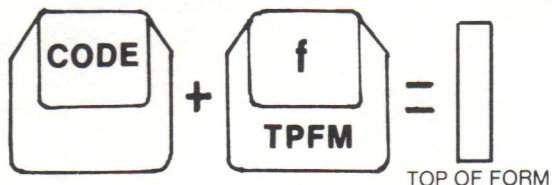
THUMBING THROUGH is a quick way to see the various documents stored on a disc. Begin at File A, Track 01 and hold down the read button. Tracks 01 through 30 will appear on the screen in rapid succession. In 30 seconds or less you will be able to see every document on File A. THUMB THROUGH File B in the same way.

If you see a document you wish to edit or print, remove your finger from the read button. The Text Editor will stop THUMBING THROUGH as soon as you release **read**. (See TABLE OF CONTENTS.)

### TOP OF FORM (TPFM)

The TOP OF FORM code is used with the Forms Tractor and fan-folded paper forms. Type the TOP OF FORM code on the screen at the end of each page of text to be printed, and the printer will automatically feed the next blank form into position for printing.\*

TOP OF FORM shows on the screen as a rectangle. This rectangle does not print. (See REVERSE TOP OF FORM.)

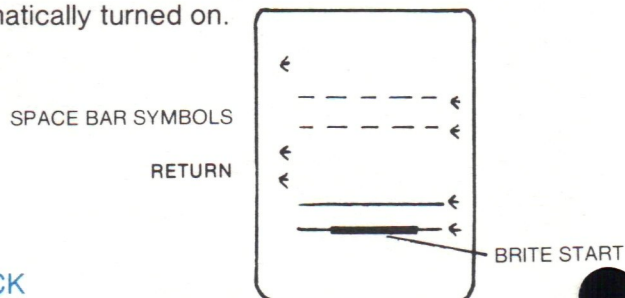


\* Do not type a cursor return after the TOP OF FORM code or the printer will move to the second line of the next form, not the first line.

### TRACE

The TRACE button is on the lower section of the panel. With TRACE on, every press of the **space bar** and **cursor return** can be seen and counted on the screen. TRACE is useful when planning layouts or counting lines and spaces for centering. TRACE is also used when programing. TRACE symbols do not print on final copy even though they are visible on the screen.

When you press **power on**, TRACE is automatically turned on.



### TRACK

A TRACK refers to one of the 60 storage sections on a disc. Each TRACK is coded by File letter and number. There are 30 TRACKS on File A (A-01 to A-30), and 30 TRACKS on File B (B-01 to B-30).

Each disc in the Dual Disc Drive contains 60 TRACKS.

You can read any TRACK on a disc by first selecting the appropriate **file** with the **file selector button**, then setting the TRACK number in the **file window** on the panel.

It is wise to put a **table of contents** on File A, TRACK 01, or on File B, TRACK 30 for every disc you use. This is a quick way to keep up-to-date on the text stored on each TRACK. (See READ, STORE.)

### TRACK WINDOWS

TRACK numbers for Disc 1 and Disc 2 can be set in the appropriate TRACK WINDOWS. Another name for TRACK WINDOWS is FILE WINDOWS. (See FILE WINDOWS.)



# GLOSSARY

## TRIPLE SPACING

The Text Editor will TRIPLE SPACE final copy after either of the following procedures:

1. go through the double space procedure twice; 2. press double space once, then set the **printer line** button at 1.5. (See DOUBLE SPACING, PRINTER LINE.)

## TROUBLESHOOTING

TROUBLESHOOTING is trying to understand and solve any problems on the Text Editor. The section of this Manual called TROUBLESHOOTING tells you about some of the problems you can diagnose and correct on your own, without the help of Vydec's Service Staff.

Many of the problems listed are quite simple—such as not having **power on** or not having a disc in the Disc Drive—some are more complex.

Make yourself familiar with the TROUBLESHOOTING section as soon as possible. It may save you valuable time when your first "problem" arises.

## TYPING

TYPING on the Text Editor is similar to typing on a standard typewriter. The major difference is that the Editor types onto a **screen** and not directly onto paper.

When instructions in this Manual tell you to TYPE, this means to use the keyboard to put characters or text on the screen.

Text as you see it on the screen can then be stored and/or printed. Stored or printed text will always look exactly like screen text. (See KEYBOARDING.)

## UNDERSCORING

UNDERSCORING on the Text Editor requires the use of the **brite start** and **brite stop** keys. (See BRITE START / BRITE STOP.)

## VARIABLE TEXT

VARIABLE TEXT is the text typed onto **forms**, or the data that changes in **form letters**.

With **forms mode** on, the return key moves the cursor to the beginning of the next location where VARIABLE TEXT is to be typed. (See CONSTANT TEXT, FORMS MODE.) (For detailed instructions, see the OPERATIONS section of this Manual.)

## WEIGHTED KEYS

There are three WEIGHTED KEYS on the Text Editor: **home**, **page end** and **roll up**. These three keys are more difficult to press than the other keys on the keyboard in order to prevent accidental use.

## WIDE DOCUMENTS / COLUMNAR WORK

WIDE DOCUMENTS which are wider than the screen (96 characters) can be typed in two different ways.

The WIDE DOCUMENT can be divided into a left-hand part and a right-hand part. Each part can be typed and stored separately. Type the **reverse top of form** code at the bottom of the left-hand part so the paper will reposition automatically in the printer after printing.

A WIDE DOCUMENT can also be typed in **wraparound**. This requires typing text all the way across the screen without typing cursor returns at the right side of the screen. Text typed in wraparound will print across the paper until the printer comes to a cursor return. (See STATISTICAL DISPLAY MODE.) (For detailed instructions, see the OPERATIONS section of this Manual.)

## WORD ORIGINATOR

WORD ORIGINATOR is another name for **originator**.

## WRAPAROUND

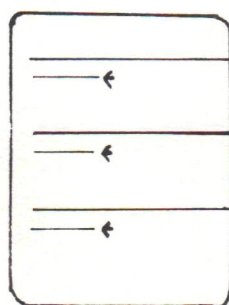
WRAPAROUND occurs when a line of text



reaches the right-hand side of the screen and the operator does not press **return**. If the operator keeps typing, the cursor and text will travel "around" the back of the screen and continue at the left side of the next line.\* Any text can be typed in WRAPAROUND, but it is especially useful for inserting lengthy text into previously typed text, for **wide documents/columnar work** and for **block indenting**.

When printing from WRAPAROUND, the printer will continue on one line until it comes to a cursor return. If the operator has typed a 96 character line and gone into WRAPAROUND for an extra 10 characters before pressing return, the printer will type a line with 106 characters (96 + 10).\*\*

To put text into WRAPAROUND before the block indenting procedure, position the cursor to the first line of text. Move the cursor to the extreme right side of the screen and press **bell set**. Now press **adjust margin**. Text from the cursor down to the first **skip code** in the text will automatically go into WRAPAROUND. (See BLOCK INDENTING, STATISTICAL DISPLAY MODE, WIDE DOCUMENTS/COLUMNAR WORK.)



TEXT IN WRAPAROUND

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\* The maximum number of characters that will fit on a line of the screen is 96 characters.

\*\* To find the total length of a line in WRAPAROUND, count the number of characters on the second line on the screen and add 96. (Example: 20 characters on the second line plus 96 equals 116 characters in the total line.) The total number of characters on a line cannot exceed the number of character spaces available on the paper you will print on. (Example: a 13 inch wide sheet will hold 130 characters in pica. The line in WRAPAROUND must not exceed 130 characters.)

# OPERATIONS

## POWER ON / machine settings

press POWER ON and the following things happen



- **printer** activates
- DISC DRIVES 1 and 2 activate
- keyboard activates
- **cursor** is home
- **margins**: left-13, right-65
- no tabs are set
- **file windows** both read 01
- **File A** signal lights are on for Discs 1 and 2
- **pitch** is at Pica (10)
- **line #** signal light is off; cursor position window shows horizontal movement
- **cursor position window** reads 13
- **trace** is on
- **printer line** is set for single spacing (1)
- **justify** is off
- **forms mode** is off

## TYPING

1. select **pitch**
2. set margins as needed
3. set tabs as needed
4. select **trace** on/off
5. type or **read** text to screen
6. adjust **brite knob**
7. insert **skip code** at end of each paragraph, even the last paragraph
8. proofread and correct\*
9. **store** and/or **print**

\* Use these editing operations as needed:

- overtyping
- character enter
- character out
- line end
- line out
- line enter

## STORING

To **store** text from the screen onto a disc

1. proofread all text
2. select **File A** or **B** on the Disc Drive you are using
3. select the **track** number in the **file window** for the Disc Drive you are using
4. check **operator instruction line**; up-date if necessary
5. press **home** key
6. press **store** button
7. **overstore** if necessary

After accurate storage

8. the cursor should be at the end of text on the screen
9. the number in the file window **increments** to the next number

If storage does not take place

10. repeat steps 2 through 7 above
11. try storing on a different track
12. if second track does not store accurately, leave the text on the screen, change discs in the Disc Drive, and store on the new disc\*\*

## READING

To **read** a track onto the screen

1. clear the screen
2. select File A or File B on the Disc Drive you are using
3. select the track number in the file window for the Disc Drive you are using
4. make sure cursor is in **home** position
5. press **read** button

After accurate reading

6. the cursor is at the end of text on the screen

\*\* Solutions for some basic problems in **storing** can be found in the TROUBLESHOOTING section.

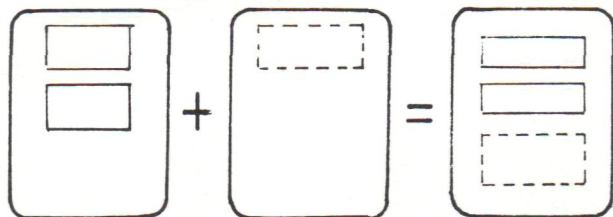


7. the number in the cursor position window  
**increments** to the next number  
If accurate reading does not take place
8. repeat steps 1 through 5 above\*

### MERGING TEXT

To **merge** text from different tracks or different discs (short text into long text)

1. **read** the track with the shorter text to the screen
2. use the **line #** button to count the number of lines
3. clear the screen
4. **read** the track with the longer text to the screen
5. position the cursor where you wish to **read** the shorter track (where shorter text will merge with longer text)
6. **line enter** appropriate number of lines for shorter text\*\*
7. reset the number in the file window for track with shorter text
8. press **read** button
9. **store** and/or **print** merged text as necessary



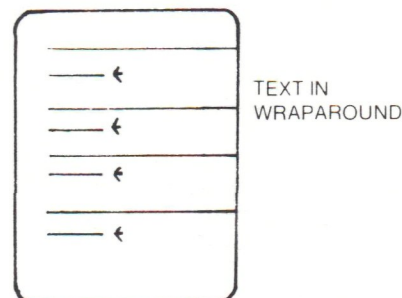
### PRINTING

1. text must be on screen
  - leave typed text on screen, or
  - **read** stored text to screen
2. select **pitch**
3. set margins as needed
4. select **printer line** spacing (1, 1.5, 2)
5. select **justify** on/off
6. select **forms** or **forms composite** on/off
7. insert paper in printer

8. position cursor at **home** or desired print location
9. press **print** button
  - press less than 6/10 second for single strike †

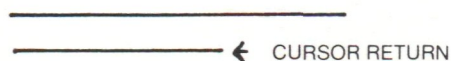
### WIDE DOCUMENTS / **wraparound**

The screen can hold up to 96 characters per line. If a line is more than 96 characters long, you can type the line in **wraparound**. ††



To type a line in wraparound

1. type the full line of text across the screen
2. do not press **return** at the right side of the screen
  - text will wraparound and continue on next line at the left side of the screen
3. press **return** at end of line after wrap-around



4. set tabs as needed
5. repeat steps 1 through 3 until all text is typed
6. proofread
7. with **trace** on, make sure **cursor returns** appear only at end of lines, after wrap-around

\* Solutions for some basic problems in **reading** can be found in the TROUBLESHOOTING section.

\* If you merge text below the text on the screen, you will not need to **line enter**.

† If you press print button longer than 6/10 second, the printer will double strike.

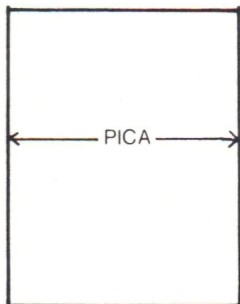
†† The **statistical display mode**, an option available on the Text Editor, can be used instead of **wraparound**.

# OPERATIONS

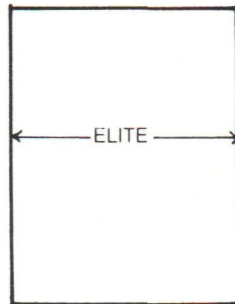
## 8. **store** and/or **print**

WIDE DOCUMENTS-COLUMNAR TEXT / **split screen** (stored on 2 tracks)\*

1. calculate the number of spaces available on the paper you will use for final copy
  - in Pica, multiply paper width times 10
  - in Elite, multiply paper width times 12

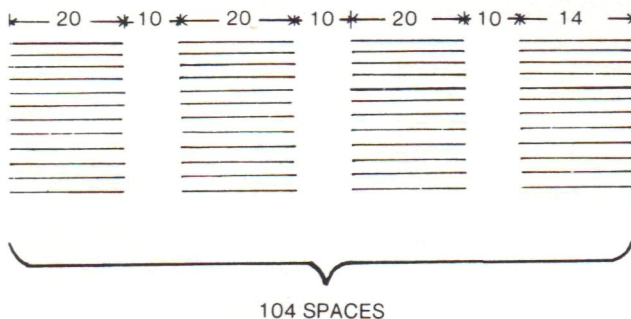


11" X 10 = 110 CHARS



11" X 12 = 132 CHARS

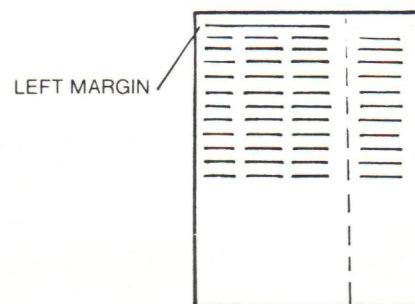
2. add total spaces of the longest line of each column of the document you are typing, plus the spaces between the columns; compare this number to your calculations from step 1



3. divide the document into left-half and right-half\*\*



4. set left margin
  - spaces available on the paper (step 1) minus total characters from step 2, divided by 2, equals the left margin setting



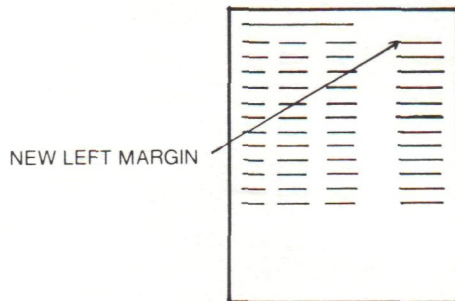
5. set tabs for typing left-half of document
6. type left-half of document
  - include **operator instruction line** with left margin setting and other information
7. type the **return top of form** code at the end of the left-half
8. proofread, correct and **store** left-half; clear the screen

\*The **statistical display mode**, an option available on the Text Editor, can be used instead of **split screen**.

\*\*It is easier to center headings or titles on the left-half track. The center for 11 inch paper is 55 in Pica, 66 in Elite. The center for 13 inch paper is 65 in Pica, 78 in Elite.



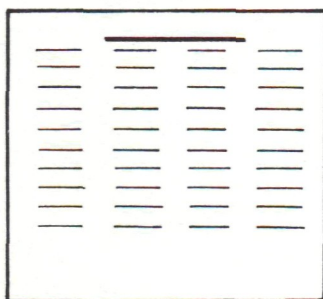
9. reset left margin for right-half of document



10. set tabs for typing right-half of document
11. type right-half of document
  - include **operator instruction line** with left margin setting and other information
12. proofread, correct and **store** right-half; clear the screen

## PRINTING

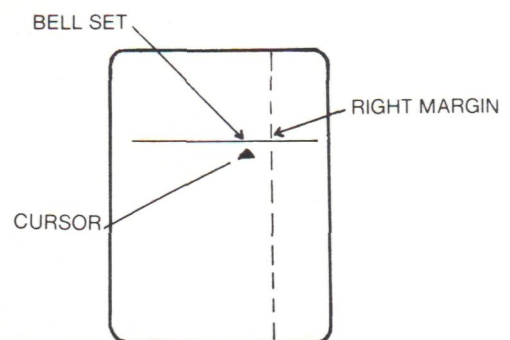
13. **read** left-half to screen
14. reset left margin for left-half
15. insert paper in printer and print; clear the screen
16. **read** right-half to screen
17. reset left margin for right-half of document
18. check **card guide** to see that the first line of the right-half is aligned with the first line of the left-half
19. print right-half



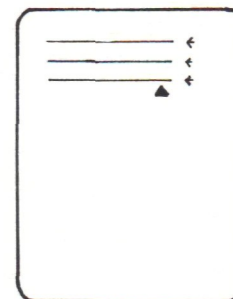
PRINTED WIDE DOCUMENT

## ADJUST MARGIN / full screen of text

1. make sure there is a **skip code** at the end of each paragraph in the text
2. check left margin setting; reset if necessary
3. reset right margin, if necessary
  - move the cursor to desired right margin position (refer to **margin charts**)
  - press **bell set**



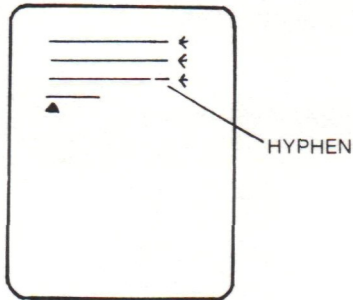
4. position cursor at first line to be adjusted \*
5. press **adjust margin** key
6. if Text Editor stops for end of line hyphenation



- press **character enter**
- type hyphen
- press **character enter**
- press **return**

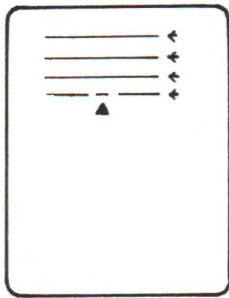
\*Use the **directional arrows** to move the cursor during the **adjust margin** operation.

# OPERATIONS



— press **adjust margin**

7. if Text Editor stops for mid-line hyphen



- **character out** hyphen
- **character out** cursor return
- press **adjust margin**

8. if you do not want to hyphenate a word at the end of a line, bring the entire word down to the next line

- position cursor at first letter of word to be moved
- press **character enter**
- press **return**
- press **adjust margin**

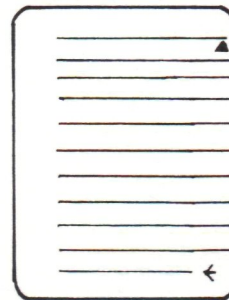
9. the **adjust margin** operation will stop when the Text Editor reaches the **skip code** at the end of the paragraph; move the cursor to the next paragraph to continue **adjust margin**

## BLOCK INDENTING PREVIOUSLY TYPED TEXT

1. check to see that there is a **skip code** at the end of each paragraph in the text

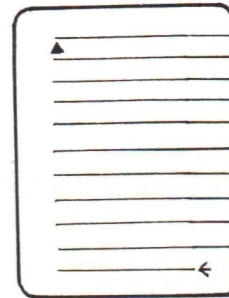
2. put text into **wraparound**

- position cursor at first line of text to be **block indented**\*
- move cursor to extreme right side of screen
- press **bell set**
- press **adjust margin** for wrap-around\*\*

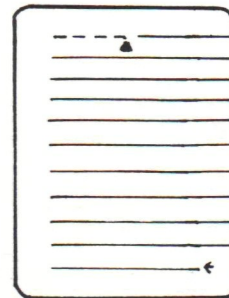


3. indent first line of block indented text manually

- position cursor at first character on first line of text



- press **character enter**
- press **space bar** to move first character to desired indent position



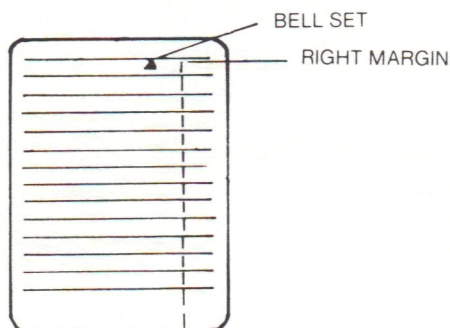
\*Use the **directional arrows** to move the cursor during the **block indenting** operation.

\*\*To save time when block indenting several paragraphs, put them all into wraparound before going to step 3.



4. reset right margin

- move cursor to desired right margin position (refer to **margin charts**)
- press **bell set**



5. press **adjust margin** key

6. follow **hyphenation** instructions in steps 6, 7 and 8 of **adjust margin** operation

7. after making a hyphenation decision at the end of a line, indent next line of text manually

- press **space bar** to move first character to desired indent position
- press **adjust margin**

8. the **adjust margin** operation will stop when the Text Editor reaches the **skip code** at the end of the paragraph. Move the cursor to the next paragraph to continue **block indenting**

9. to remove block indenting

- put text in **wraparound**
- **character out** the indented spaces at the beginning of the first line
- reset right margin
- press **adjust margin**

## BLOCK INDENTING TEXT TO BE TYPED

1. press **space bar** to move cursor to desired indent position on blank screen

2. press **tab set**

3. reset right margin

- move cursor to desired right margin position (refer to **margin charts**)

4. press **tab** at the beginning of each new line

## JUSTIFICATION

To **justify** text with standard margins

1. follow **adjust margin** operation for entire text to be justified

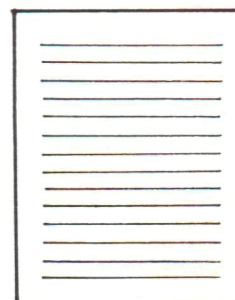
- lines that end within the **hot zone** will be justified
- lines that end before the **bell set** or after the **hot zone** will not be justified
- a line that is up to 14 spaces too short to fall into the hot zone may be "stretched" by adding up to 14 spaces (use the **space bar**) after the punctuation at the end of the short line; this will cause the line to justify
- to prevent a line or title from being justified, add 15 spaces (use the **space bar**) to any line that ends within the **hot zone**

2. press **justify** button

- signal light will come on

3. position cursor at **home** or wherever printing is to begin

4. press **print**

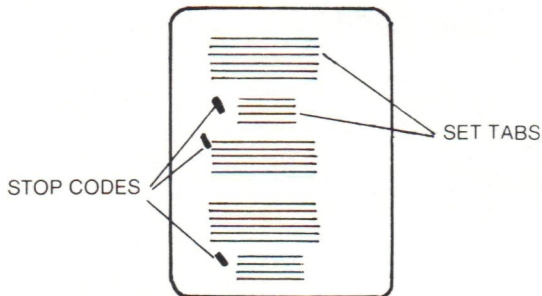


JUSTIFIED  
RIGHT MARGIN

# OPERATIONS

To **justify** block indented text within justified standard text, place **stop codes** at the beginning of each paragraph that changes right margins.\*

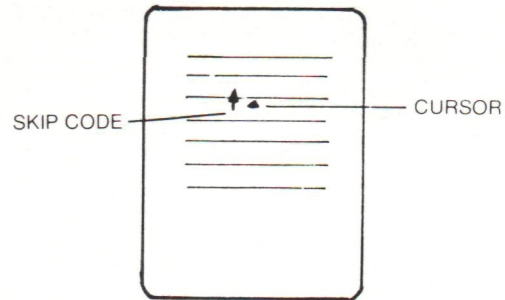
5. **adjust margins** of both standard text and block indented text
6. set tabs at the **bell set** positions for standard text and block indented text
7. place **stop codes** at the beginning of each paragraph that changes right margins



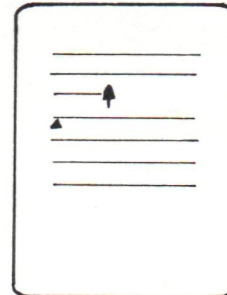
8. press **bell set** for first paragraph to be justified
9. make sure **justify** is on
10. position cursor at beginning of first paragraph to be justified
11. press **print** button
12. while first paragraph is printing, get ready to print the paragraph with different right margin, the paragraph after the first **stop code**
  - **space** over **stop code**
  - tab to right margin for this paragraph
  - reset **bell set**
13. repeat step 12. until all text is printed

## DIVIDING PARAGRAPHS

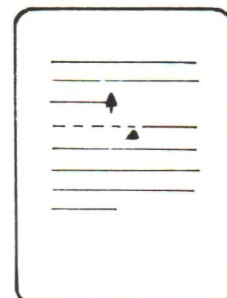
1. place a **skip code** at the end of the paragraph to be divided
2. position cursor at first character of new paragraph



3. press **character enter**
4. press **return**



5. press **space bar** to indent the new paragraph if text is to be indented\*\*



6. press **line enter** to separate paragraphs
7. repeat steps 1 through 6 until the original paragraph is completely divided into new paragraphs

\* To justify block indented, numbered paragraphs, type two **subscripts**, the **number** and two **superscripts** followed by a **carriage return**. These should be typed one line above the first line of the block indented paragraph.

\*\* You do not have to press **character enter** before you press the space bar, because you are still in the **character enter mode** from step 3.



8. use **adjust margin** operation after all paragraphs have been divided
9. **store** and/or **print** as needed

## DUAL SAVE AND RECALL\*

### SAVE

To save all text on the screen

1. send the cursor to **home** position
2. press the **save** key if saving on Disc 1
3. press the SAVE-2 button, then press the **save** key if saving on Disc 2
4. if the **occupied signal** lights (the **File A** signal light for each Disc Drive), press the save key a second time

To save text from the middle of the screen

5. place an **end code** at the end of the sentence to be saved or on the blank line after the paragraph to be saved
6. position the cursor at the first character of the text to be saved\*\*
7. press **save** for Disc 1; press SAVE-2 and the **save** key for Disc 2

8. if the occupied signal lights, press save again

To save the last paragraph or last sentence on the screen†

9. position the cursor at the first character of the text to be saved
10. press **save** for Disc 1; press SAVE-2 and the **save** key for Disc 2
11. if the occupied signal lights, press save again

Text that has been **saved** should be removed from the original location before being **recalled** in the new location

12. press **line out** once for each full line to be removed
13. press **line end** for partial lines
14. press **character out** for each character

## RECALL

To bring saved text to the screen

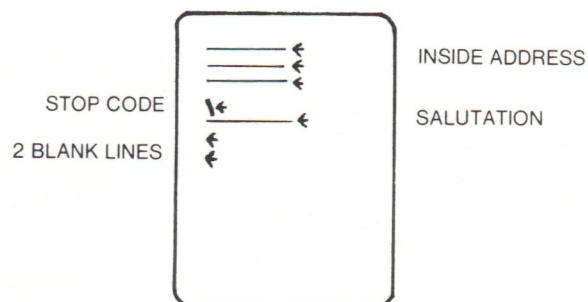
15. position the cursor at the location where the saved text should be recalled
16. press the **recall** key for Disc 1††
17. press the SAVE-2 button, then press the **recall** key for Disc 2
18. position the cursor wherever the saved text should appear
19. press **recall** for Disc 1; press SAVE-2 and the **recall** key for Disc 2

## MAILING LISTS and FORM LETTERS

### MAILING LISTS

**Type** and **store** inside addresses and salutations on DISC DRIVE 2

1. type inside address
2. type a **stop code** on next line at left margin\*
3. type salutation
4. double space after salutation



5. type several inside addresses & salutations on each track (each track holds 64 lines)
6. send the cursor **home** and store the mailing list
7. repeat steps 1 through 6 until all names on mailing list have been typed and stored

\*For additional information, see the DISC DRIVE section in this Manual.

\*\* When saving an indented paragraph, position cursor at left margin of first line to save the indented spaces.

† No **end code** is necessary when saving the last paragraph or last sentence on the screen.

†† When you press **recall**, text on the screen automatically moves to the right and down to make room for recalled text.

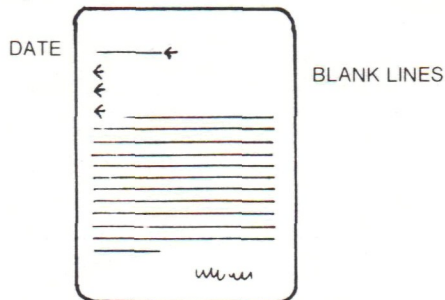
\* If envelopes do not need to be printed, such as "window" envelopes, do not type **stop codes**.

# OPERATIONS

## FORM LETTERS

Type the **form letter** and **store** on Disc 1

8. the disc with the inside addresses and salutations should be kept in DISC DRIVE
9. type date
10. press **return** key once for each blank line between the date and the inside address
11. begin typing the body of the letter on this line, where the inside address would normally begin; complete the letter
  - when you **recall** a **saved** inside address from Disc 2, the first line of the address will appear where the body of the letter now begins
12. send the cursor **home** and store the form letter



## PRINTING ENVELOPES

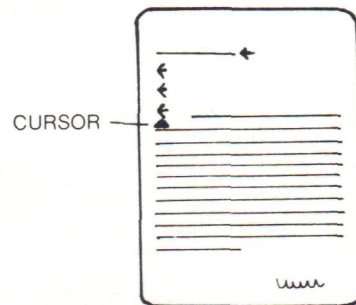
Print envelopes first, using the **mailing list** from DISC DRIVE 2

13. **read** mailing list track to screen
14. set a left margin for the envelope address
15. insert envelope in printer
16. position the cursor under the first character in the first inside address to be printed
17. press the **print** button
18. repeat steps 15, 16 and 17 until all envelopes are printed

## MERGING MAILING LISTS WITH FORM LETTERS

19. **read** a mailing list track to the screen from Disc 2
20. place an **end code** two lines below the salutation for first inside address

21. **save** the first inside address and salutation
22. clear the screen (**home** & **page end**)
23. **read** the **form letter** to the screen from Disc 1
24. position cursor on first line of the body of the form letter, at the left side of the screen



25. **recall** the inside address and salutation
  - press the SAVE-2 button
  - press the **recall** key

26. **recall** inside address and salutation

27. delete **stop code** after inside address  
print complete letter

- insert paper in printer
- reset left margin
- send the cursor **home** and **print**
- clear the screen

28. repeat steps 19 through 27 until all letters are printed

## ALTERNATE METHOD FOR MERGING FORM LETTER WITH MAILING LIST

1. **read** form letter track to screen
2. position cursor under first character in the body of the letter
3. press **save** key
4. clear the screen
5. **read** mailing list track to screen
6. position cursor 2 lines below salutation for first name on the list
7. page end all names below the first inside address and salutation
8. press **recall** key
9. position cursor at first line of inside address



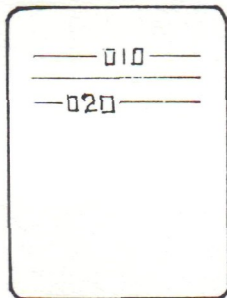
10. press **line enter** key once for the date and once for each appropriate blank line between the date and the inside address
11. type the date
12. remove **stop code** below inside address
13. send the cursor **home** and **print**
14. clear the screen
15. **read** mailing list to screen
16. place an **end code** above second name
17. press **roll up** key
18. **page end** all names below second inside address & salutation
19. repeat steps 7 through 18 until all letters are printed\*

## FOOTNOTES

### FOOTNOTE NUMERALS IN TEXT

Type footnote numerals in text as needed

1. type **superscript** code\*\*
2. type footnote numeral †
3. type **subscript** code
4. **space** twice if footnote is at the end of a sentence, once if footnote is within the body of the sentence



5. repeat steps 1 through 4 for each footnote numeral

\* See **forms/forms composite mode** for an alternate technique for doing form letters and mailing lists.

\*\* **Subscript** and **superscript** codes appear as rectangles on the screen, but they do not print on final copy. The codes register as characters in the **cursor position window** and on the screen, and are counted as characters when the Text Editor is in **adjust margin**, even though the codes are not printed. (Example: if you have a line with 68 characters and spaces, plus 1 subscript and 1 superscript, the cursor position window will show a line with 70 characters — it includes the two codes. This can upset **justify** because a line that seems to fall within the **hot zone** may really be 2 characters short of the **bell set**. Do a visual check of line with subscript and superscript before printing with **justify**. Make sure all lines really do fall within the **hot zone**.)

## 6. Store.

### TYPING FOOTNOTES

Type and store all footnotes together on a separate track

7. type a 1½ inch line above the first footnote at the left side of screen
  - the line should be 15 characters in Pica, 18 characters in Elite
  - the horizontal line is used to separate the manuscript from the footnotes
  - the line is made by pressing code & slash (**signature line**)
8. type the first footnote † †
9. press **return** key 2 times after first footnote

10. type a 1½ inch line
11. type the second footnote
12. repeat steps 9 through 11 until all footnotes are typed (up to 64 lines on one track)
13. **store**

### PRINTING FOOTNOTES AND TEXT

14. **read** to the screen the first page of text containing footnote numerals
15. send the cursor **home** and **print**
16. leave paper in the printer
17. clear the screen
18. **read** track containing footnotes to screen
19. **page end** all footnotes and horizontal lines below the last footnote needed
  - if two or more footnotes are needed, **line out** the horizontal lines between the footnotes

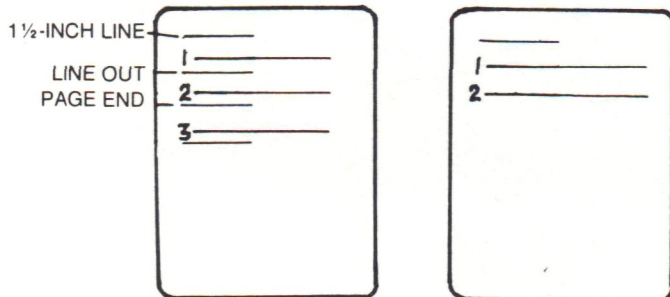
† To keep track of the number of lines that must be kept blank at the bottom of each page for footnotes:

- type a **skip code** near right side of screen;
- type number telling how many lines of text are in the footnote.

The **skip code** before the number will stop the number from being printed, even though it is visible on the screen.

†† To raise the footnote number, type numeral, type **subscript** code, then type the footnote.

# OPERATIONS



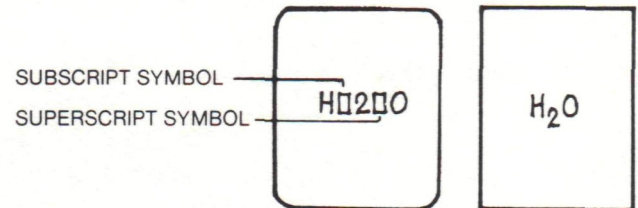
20. position the cursor at the beginning of the horizontal line above the first footnote needed
21. **print**\*
22. repeat steps 14 through 21 until all footnotes and text are merged and printed in final copy\*\*
23. footnotes which are used often, or in many different documents, should be **stored** on a separate disc; this disc should be placed in DISC DRIVE 2 when printing text with footnotes; text on a separate disc should be placed in DISC DRIVE 1

## SUBSCRIPT AND SUPERScript

### SUBSCRIPT

Type **subscript** characters as needed in text

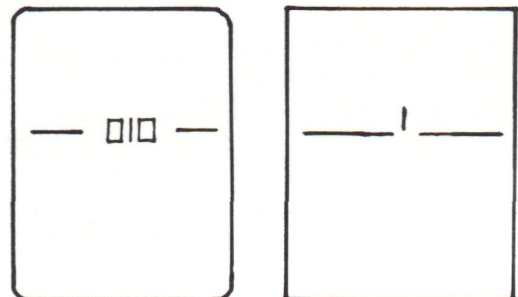
1. type **subscript** code †
2. type character(s)
3. type **superscript** code
4. repeat steps 1 through 3 for each new subscript in text; with formulas use **backspace** as needed



### SUPERScript

Type **superscript** characters as needed in text

1. type **superscript** code
2. type character(s)
3. type **subscript** code
4. repeat steps 1 through 3 for each new superscript in text; with formulas use **backspace** as needed



## REPAGINATION / lengthening

1. **read** the first page of the original document to the screen from Disc 1
2. change the **operator instruction line**
  - the revised page may be **stored** on the opposite **file**,††
  - the revised page may be **stored** on the corresponding **file** and **tracks** on a blank disc in DISC DRIVE 2

\* If this is the final draft of document, you can **save** necessary footnotes, **recall** them at the bottom of the appropriate track, and **store**.

\*\* Remember, when printing footnotes from the middle of the screen, **page end** text below the footnotes needed; **line out** unnecessary horizontal lines; position cursor at horizontal line above first required footnote; **print**.

† **Subscript** and **superscript** codes appear as rectangles on the screen, but they do not print on final copy. The codes register as characters in the **cursor position window** and on the screen, and are counted as characters when the Text Editor is in **adjust margin**, even though the codes are not printed. (Example: if you have a line with 68 characters and

spaces, plus 1 subscript and 1 superscript, the cursor position window will show a line with 70 characters — it includes the two codes. This can upset **justify** because a line that seems to fall within the **hot zone** may really be 2 characters short of the **bell set**. Do a visual check of lines with subscript and superscript before printing with **justify**. Make sure all lines really do fall within the **hot zone**.)

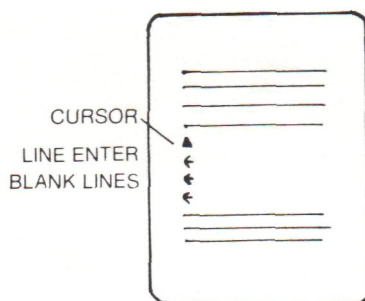
†† If the original is stored on FILE A, Tracks 6-10, the revised document should be stored on FILE B, Tracks 6-10 for ease of location. This system avoids confusion between the original and the revised document.



3. determine how many lines of text will be added to this page

4. **line enter** enough blank lines to hold insert

- position cursor at line where new text must be inserted
- press **line enter** once for each blank line needed



5. type text of first insert

6. proofread and correct new text

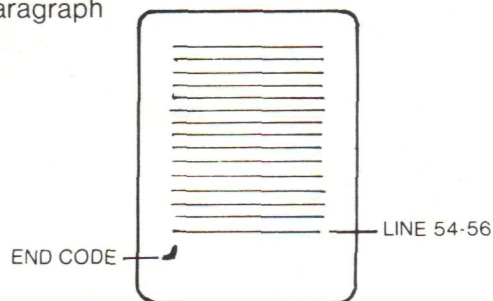
7. follow **adjust margin** operation for new text

8. repeat steps 3 through 7 for each additional insert on the first page of the document

9. determine the last line of text for revised page

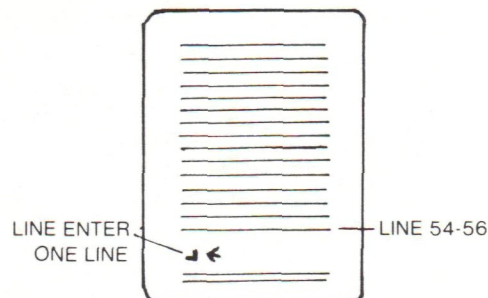
- the last line to be stored is usually between lines 54 and 56 for 11 inch paper

10. if line 54-56 is the last line of a paragraph, type an **end code** at the left side of the screen on the blank line below the paragraph



11. if line 54-56 is in the middle of a paragraph, **line enter** a blank line below the

desired last line of text and type an **end code**



12. send the cursor **home** and **store** the new page on the **opposite file** or on a blank disc in DISC DRIVE 2

13. **print** the new page if needed

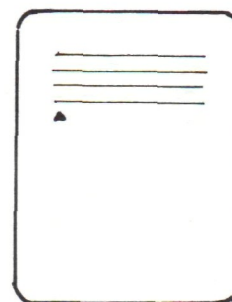
14. press **roll up** once only

- all text below **end code** will go to top of screen

15. add **operator instruction line** at top of screen

- this is the beginning of a new page

16. position cursor under the text on the screen



17. **read** next track of the original document to the screen

18. check **file window**

- if track number did not **increment** and the file window light blinks on and off, the second track is in **spill**\*

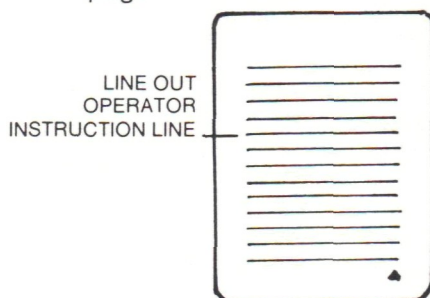
\*The portion of a track that is in **spill** must be brought to the screen after revising what is on the screen now, but before **reading** the next page of the original document. Bring **spill** to

screen by positioning cursor on the next blank line under text on screen after **roll up**. Then press **read** once. Text in **spill** will come to the screen and the file number will **increment**.

# OPERATIONS

- if track number did increment, all of the second track is on the screen

19 delete **operator instruction line** and page number from the text for original page



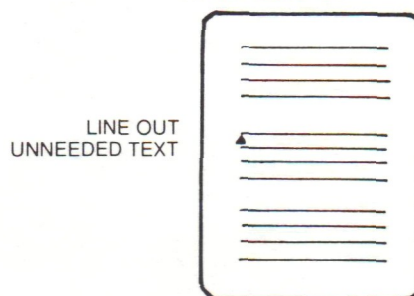
20. **line out** any extra blank lines
21. repeat steps 3 through 7 for each addition to this page of the document
22. check and up-date operator instruction line and pagination
23. repeat steps 9 through 22 for each page of the original document
24. after complete revision and repagination, determine the usefulness of the original document
- if the original will never be needed, **overstore** blank tracks on the original
25. update **table of contents** on the disc in DISC DRIVE 1 to indicate changes; if you have stored revised pages on Disc 2, add a table of contents to **File A, Track 01** or **File B, Track 30**

## REPAGINATION / shortening

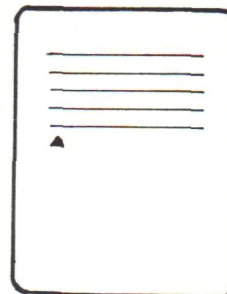
1. **read** the first page of the original document to the screen from Disc 1
2. change the **operator instruction line**
- the revised page may be **stored** on the opposite **file**,\* or
  - the revised page may be **stored**

on the corresponding **file** and **tracks** on a blank disc in DISC DRIVE 2

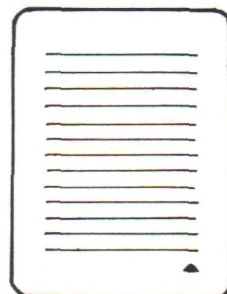
3. **line out** all text to be deleted
- position cursor at first line to be deleted
  - press **line out** once for each line to be deleted



4. position cursor one line below last line of text on the screen



5. **read** the next track of the original document to the screen



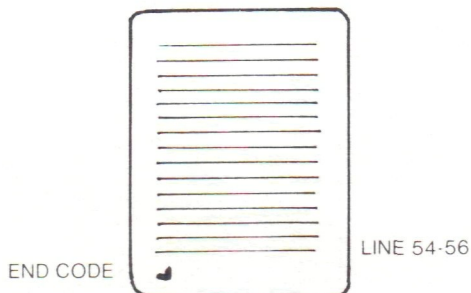
6. check file window
- if track number did not **increment** and the file window light blinks on and off, the bottom of the second track is in **spill**\*\*

\* If the original is stored on File A, the revised document should be stored on File B for ease of location.

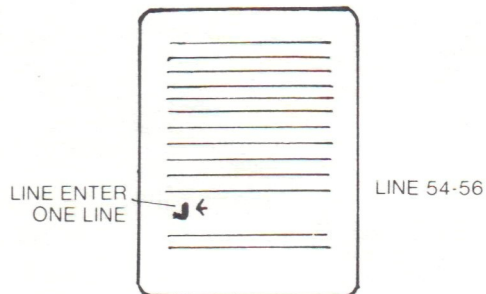
\*\* The portion of a track that is in **spill** must be brought to the screen after revising what is on the screen now. Position the cursor on the next blank line below text on the screen and press **read** once. Text in **spill** will come to the screen and the file number will **increment**.



- if track number did increment, all of the second track is on the screen
- 7. delete **operator instruction line** and page number
- 8. **line out** extra blank lines
- 9. **line out** any text to be deleted from second page
- 10. determine the last line of text for the revised page
  - the last line is usually between lines 54 and 56
- 11. if line 54-56 is the last line of a paragraph, type an **end code** at the left side of the screen on the blank line below the paragraph



- 12. if line 54-56 is in the middle of a paragraph, **line enter** a blank line below the desired last line of text and type an **end code**



- 13. send the cursor **home** and **store** the new page on the opposite **file** or on a blank disc in DISC DRIVE 2

- 14. print the new page if needed
- 15. press **roll up** once only
  - all text below **end code** will go to top of screen
- 16. add **operator instruction line** at top of screen
  - this is the beginning of a new page
- 17. **read** next track of the original to the screen
  - position cursor under last line of text now on screen
  - press read
- 18. repeat steps 6 through 17 for each page of the original document
- 19. after complete revision and repagination, determine the usefulness of the original document
  - if the original will never be needed, **overstore** blank tracks on the original
- 20. update **table of contents** on the disc in DISC DRIVE 1 to indicate changes; if you have stored revised pages on Disc 2, add a table of contents to **File A, Track 01** or **File B, Track 30**

## FORMS MODE / FORMS COMPOSITE MODE

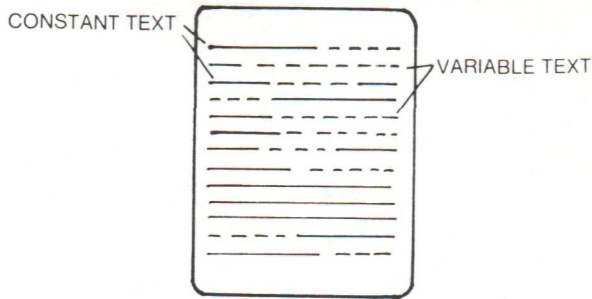
### THE FORM (Preprinted)

- 1. type the text for the form
- 2. spaces for **variable text** must be typed with **brite start** on
  - press **brite start**
  - press **space bar** to leave space for variable text
  - leave maximum space for variable text
  - press **brite stop** when variable text space is completed
- 3. when duplicating a preprinted form, spacing on the screen must be exactly

# OPERATIONS

the same as spacing on the form, including spaces for variable text\*

4. send the cursor **home** and **store** on Disc 1



## VARIABLE TEXT

5. **forms mode** on

- press **forms** button once.\*\*
- the forms "F" signal light will light

6. send the cursor home

7. press **return** once

- cursor will move to the first variable text position

8. type first variable text entry

- typing errors can only be corrected with **overtyping** when **forms mode** is on

9. press **return** once

- cursor will move to next variable text position
- if there is no variable text for this position, press **return** again

10. repeat step 9 until all variable text is typed on the form

## PRINT AND STORE VARIABLE TEXT ON PREPRINTED FORMS

11. send the cursor **home** and **store** on a new track

- **variable** text may be **stored** on the opposite **file**, or
- you may **store variable** text on a blank disc in DISC DRIVE 2

12. after storage

- **forms mode** is still on
- only the **variable text** is **stored** on the new track

13. send the cursor **home** and **print**

14. send the cursor **home** and press **page end**

- the variable text will clear from the screen
- the form remains on the screen, ready for the next set of variable text

15. repeat steps 6 through 14 until all the preprinted forms have been completed, each with its variable text typed, stored and printed

## CLEARING THE SCREEN COMPLETELY

16. press the **forms** button twice

- all forms signal lights will go off

17. send the cursor **home**

18. press **page end**

- all text will clear from screen

19. remember to cross reference the discs if you are storing forms on Disc 1 and variable text on Disc 2

## MERGING VARIABLE TEXT WITH CONSTANT TEXT

1. **read** the form to screen with **forms mode** signal lights off

2. press **forms** button once to turn forms mode on†

3. send the cursor **home**

\*To use fan-folded, preprinted forms, insert a **top of form** code at the end of the form.

\*\*When the FORMS MODE or FORMS COMPOSITE MODE is in operation, the following modes of the Text Editor will not operate:

BELL SET  
TAB SET  
BRITE START

ADJUST MARGIN  
ROLL UP  
LINE END

BRITE STOP  
SINGLE SPACE  
DOUBLE SPACE

LINE OUT  
CHARACTER OUT  
CHARACTER ENTER

† Variable text will **read** to the screen only if the form is on the screen and the forms light is on. If the form is not on the screen, the variable text will appear as a continuous list down the left side of the screen.



4. set **file window** number for **track** with **variable text**
  - variable text may be stored on the opposite file of Disc 1, or on a new disc in DISC DRIVE 2
5. press **read** button; variable text will read to screen in correct location on the form
6. to use fan-folded, preprinted forms, insert a **top of form** code at the end of the form and **store** form with top of form code
7. send the cursor **home** and **print**

### COMPOSITE PRINTING

To print both the **constant text** and the **variable text**

1. **read** the form to screen with **forms mode** off
2. **forms composite mode** on
  - press **forms** button twice
  - signal light "C" at top-right of forms button will light
3. send the cursor **home**
4. set **file window** number for track with **variable text**
  - variable text may be stored on the opposite file of Disc 1, or on a new disc in DISC DRIVE 2
5. **read** the variable text to the screen with **composite** on
6. insert a sheet of paper in the printer
7. send the cursor **home** and press **print**
8. both the form and the variable text will print

**Composite mode** can be used for form letters with inside address and salutation as **variable text**.

### PROGRAMING

You can **program** operations on the Text Editor so that they will work automatically without the need for manual repetition. General instructions for creating programs and detailed instructions for two specific programs are given below.

### GENERAL INSTRUCTIONS FOR CREATING A PROGRAM

1. press **trace** on
2. position the cursor below text at the left side of screen\*
3. press **brite start**
4. press **code & key for function needed** if you want to remove characters or lines from the screen
  - press **code & character out/line out/line end** once for each character or line to be removed
  - if you want to enter characters or lines
    - press **brite stop**
    - press **space bar** or **cursor return** once for each character or line to be entered
    - press **brite start**
5. press **code** plus **directional arrow** to indicate the next line on which the program will operate
  - press the **down directional arrow** once if the text is single spaced
  - press the **down directional arrow** twice if the text is double spaced
6. use the directional arrows to move the cursor to the first character of the program you have just made
7. press **save**
8. press **recall** once for each time the program must perform the action.
9. move the cursor to the beginning of the program and **save**
10. press **brite stop**
11. press **trace** off

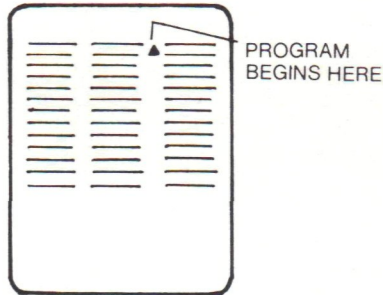
### USING A PROGRAM WITH TEXT ON THE SCREEN

1. make sure **trace** is off
2. use the **directional arrows** to move the cursor to the location where the program should begin to function

\* If there is no room on the screen, create the **program** on a blank screen.

# OPERATIONS

3. press **recall**



## STORING PROGRAMS

If you have a series of **programs** that will be used often, you should keep a permanent disc for programs. This disc should be used in DISC DRIVE 2 for operations on text on Disc 1.

When using a program from the disc in DISC DRIVE 2, follow these steps:

1. **read** the **program** to the screen
2. press the SAVE-2 button
3. press the **save** key
4. **read** the text from Disc 1 to the screen
5. move the cursor to the location where the **program** should begin to function
6. press the SAVE-2 button
7. press the **recall** key

## PROGRAM TO MOVE A COLUMN (ANY NUMBER OF) SPACES TO THE RIGHT

1. press **trace** on
2. position cursor below text on the screen
3. press **brite start**
4. press **code** & **character enter** once
5. **brite stop**
6. press **space bar** once for each space you wish to move column to the right (for example to move the column 5 spaces, press the space bar 5 times)
7. **brite start**
8. **code** key & **down directional arrow**
  - one press for single spaced text
  - two presses for double spaced text
9. **code** key & **left directional arrow**
  - press the directional arrow as many times as you pressed the

space bar in step 6



10. move **cursor** back to first character in the program you have just created (the first rectangle)



11. **save** the program
12. press **recall** once for each line in the column to be moved
13. move the cursor back to the first character of program and **save** the entire program

To use the program, see USING THE PROGRAM WITH TEXT ON THE SCREEN, above.

## PROGRAM TO MOVE A COLUMN (ANY NUMBER OF) SPACES TO THE LEFT

1. press **trace** on
2. position cursor below text on the screen
3. press **brite start**
4. press **code** & **character out**
  - press **character out** once for each space you wish to move the column to the left
5. **code** key & **down directional arrow**
  - one press for single spaced text
  - two presses for double spaced text
6. **brite stop**



7. move cursor back to first character in program
8. **save** the program
9. press **recall** once for each line in the column to be moved
10. move the cursor back to the first character of program and **save** the entire program

To use the program, see USING THE PROGRAM WITH TEXT ON THE SCREEN, above.

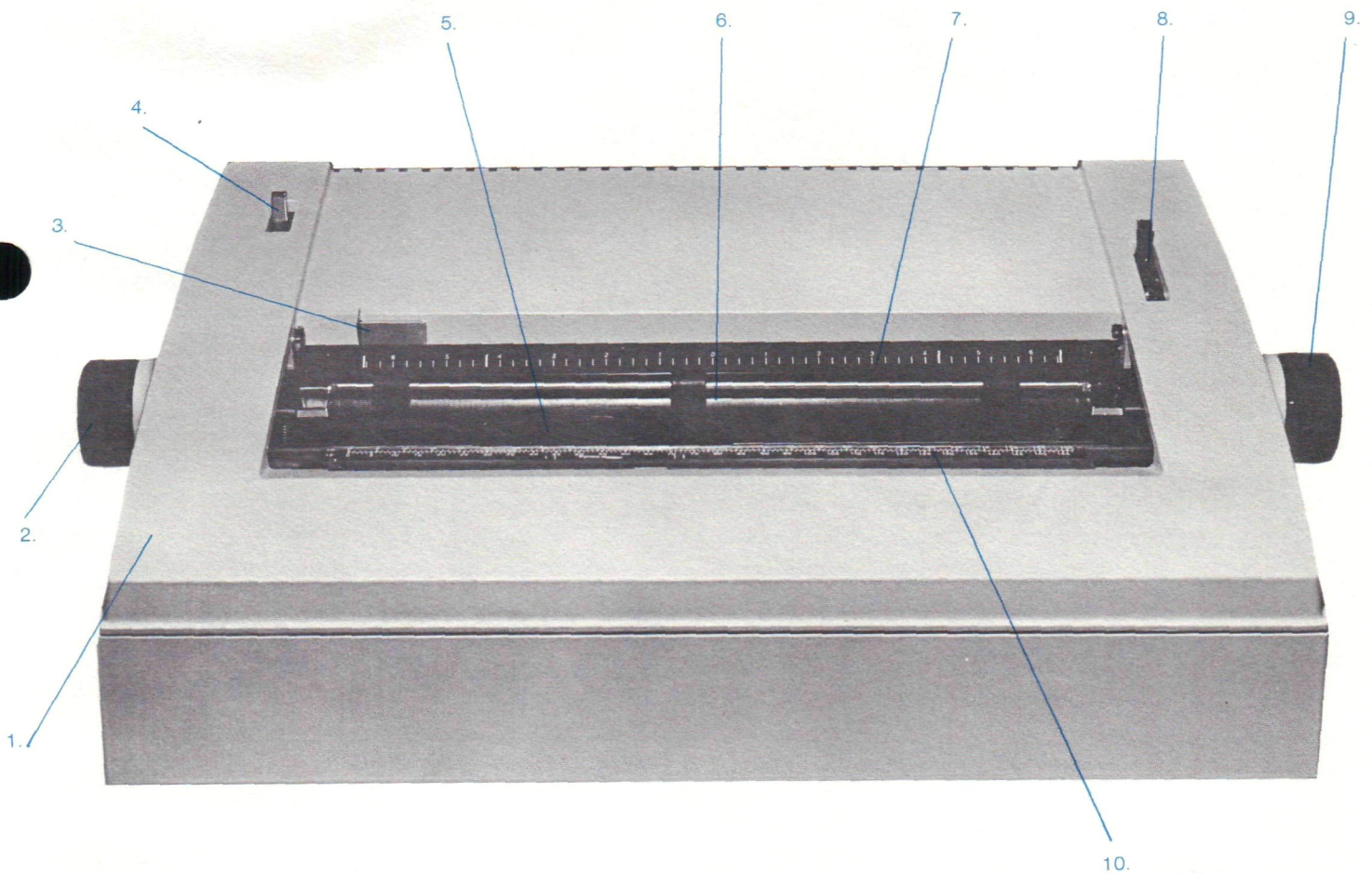




# PRINTER

## THE PRINTER

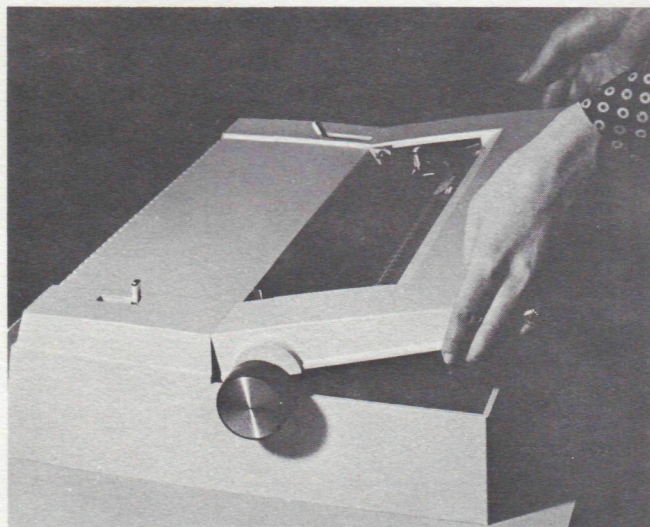
- |                                 |  |
|---------------------------------|--|
| 1. printer cover                | 6. paper bail                          |
| 2. left platen knob             | 7. paper centering scale               |
| 3. paper edge guide             | 8. paper release lever                 |
| 4. multiple copy selector lever | 9. right platen knob (fine adjustment) |
| 5. platen                       | 10. 10 and 12 pitch guide              |





## REMOVING THE COVER

The snap-on cover is removed by grasping the edges and lifting upwards. The cover must be removed to replace the ribbon cartridge and the print wheel.



Lifting the cover from the printer releases the disabling switch, which is located next to the left platen knob. When the disabling switch is released, neither the print wheel nor the print wheel carriage can move.

Replacing the cover automatically activates the disabling switch. The printer will continue printing wherever it stopped when the cover was removed. When replacing the cover, make sure it is replaced correctly and fits securely over the printer. Fit the back part of the cover on the printer, then gently snap down the front part of the cover.

## CHANGING THE RIBBON

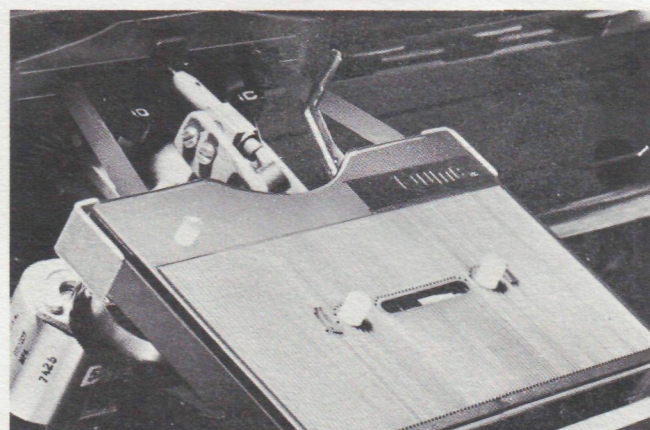
The printer stops automatically when a carbon ribbon is exhausted. It will not continue printing until the ribbon has been replaced.

A fabric ribbon should be replaced when

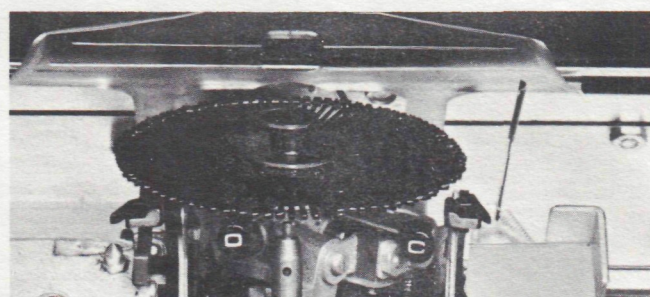
printed characters begin to appear faded. A worn fabric ribbon will not stop the printer.

To change a ribbon cartridge:

1. Remove the cover from the printer.
2. Press the "O" (open) button on the carriage locking lever. You should hear a click.



3. Tilt the carriage toward you about 10 degrees. Use the carriage locking lever as a "handle" to pull the carriage.



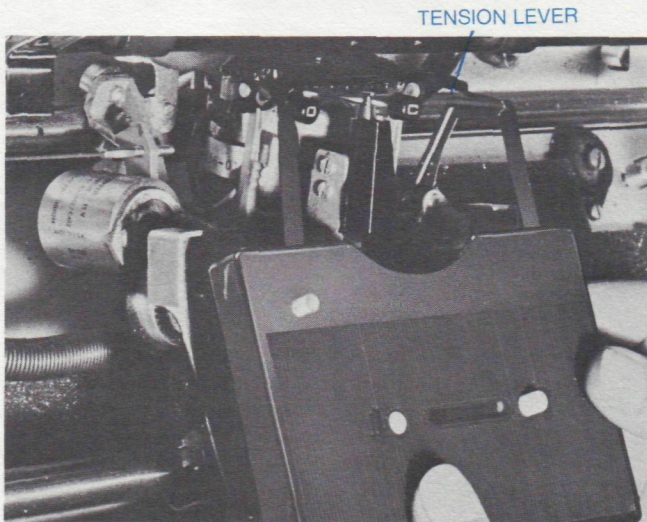
4. Depress the red ribbon cartridge release lever, and remove the used cartridge.\*
5. Remove the ribbon from the ribbon guides.
6. Pull a loop of ribbon out of the replacement cartridge.

\*If the print wheel carriage is all the way to the left in the printer, you may not be able to remove the ribbon cartridge. In this case, use the directional arrows to move the cursor below any text on the screen. Then change the margin to a higher number in the cursor position window. Replace the cover and press the print button. The carriage will move to the right. Remove the cover and cartridge.

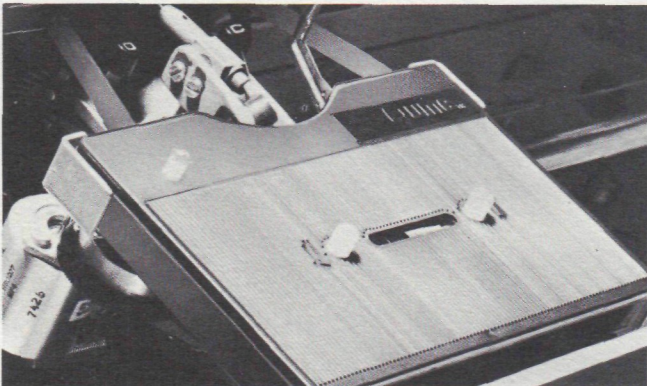


# PRINTER

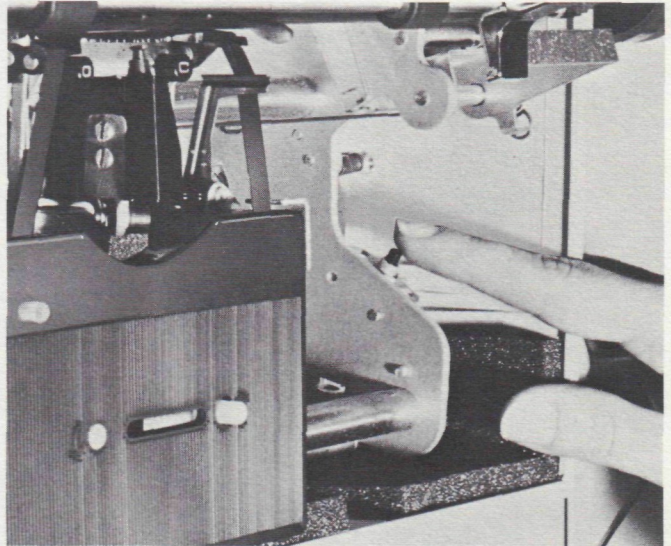
7. Place the loop of ribbon over the print wheel. Slide the ribbon through both ribbon guides.
8. Ribbon from the right ribbon guide must be pulled around the outside of the tension lever.



9. Place the ribbon cartridge on the carriage and press down firmly to lock the cartridge in place.
10. Return the carriage and print wheel to the normal operating position. Make sure the print wheel is in position to print.
11. Press the "C" (close) button on the carriage locking lever. You should hear a click.\*



12. Press the ribbon advance button to take up the slack in the ribbon. Release the ribbon advance button when you see inked ribbon pass in front of the print wheel.



13. Replace the snap-on cover. Make sure the cover has been replaced correctly. Fit the back part of the cover on the printer, then gently snap down the front part of the cover.

## REPLACING THE PRINT WHEEL

Print wheels wear out with normal use; they should be replaced when characters look unclear or broken. But print wheels should also be removed regularly for cleaning. You will also want to replace print wheels with alternate type faces and/or special purpose print wheels.

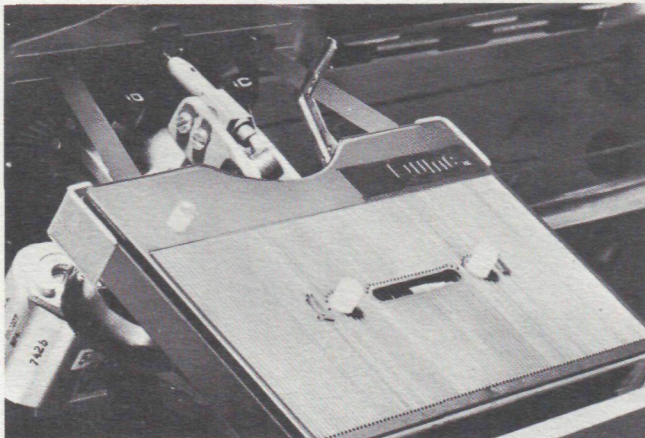
To replace a print wheel:

1. Remove the cover from the printer.
2. Press the "O" (open) button on the car-

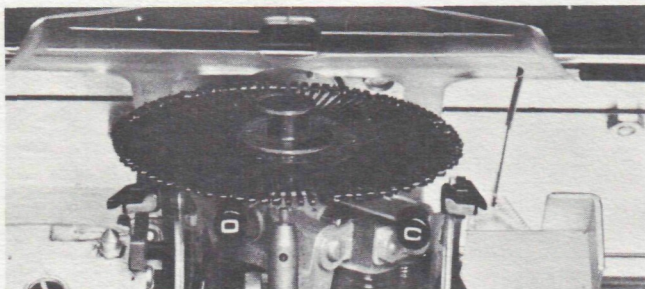
\*The close button locks the print wheel in place and prevents damage to the print wheel and printer during **print**.



riage locking lever. You should hear a click.

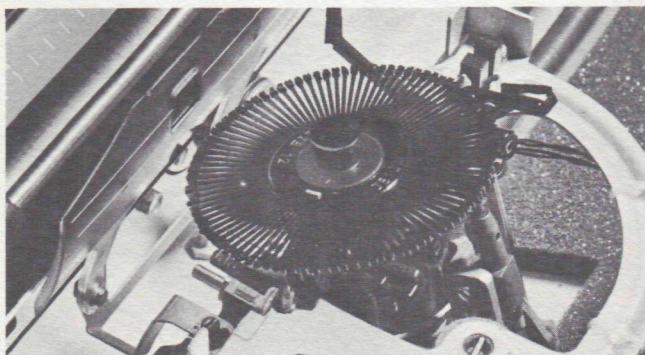


3. Tilt the carriage toward you about 10 degrees. Use the carriage locking lever as a "handle" to pull the carriage.

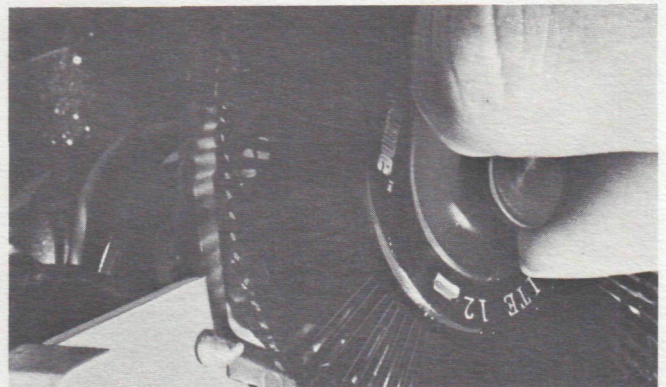


4. Remove the ribbon cartridge.

5. Push down on the metal bar at the back of the carriage to tilt the carriage all the way back.



6. Remove the print wheel by pulling upward on the print wheel knob. Pull gently but firmly.\*



7. To replace the print wheel, align the metal flange on the carriage hub with the slot in the print wheel knob.



8. Press the print wheel down firmly onto the hub.

9. Tilt the carriage toward the platen to an angle of about 10 degrees.

10. Replace the ribbon cartridge.

11. Return the carriage and print wheel to the normal position. The print wheel should

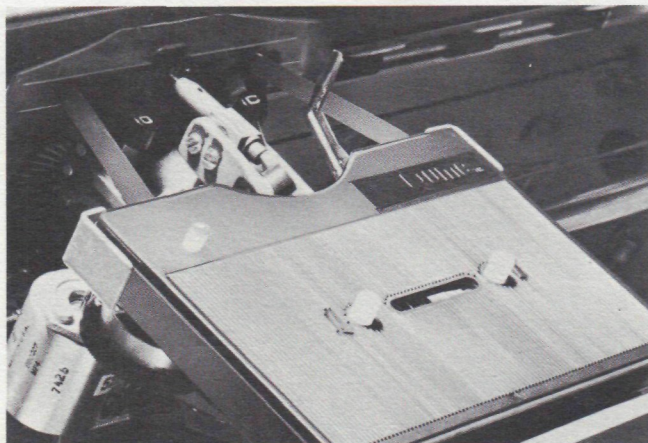
\*If the print wheel does not come free easily, push the print wheel knob from below. Never pull on the letter arms. Put all pressure on the solid knob.



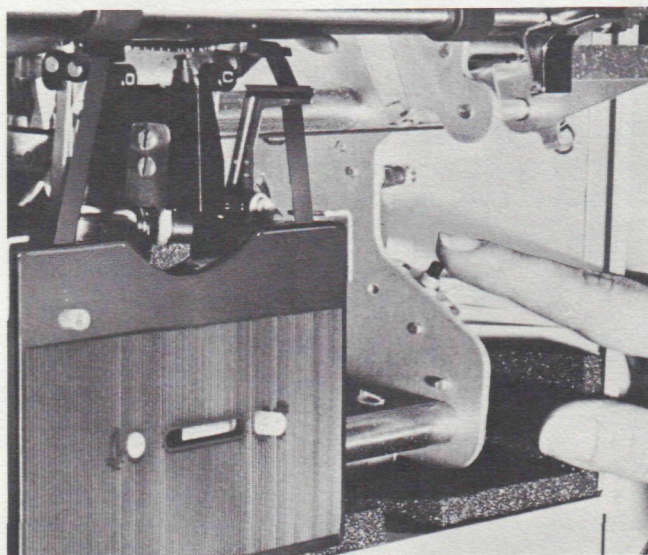
# PRINTER

be in position to print in front of the platen.

12. Press the "C" (close) button on the carriage locking lever. You should hear a click.\*



13. Press the ribbon advance button to remove the slack in the ribbon.



14. Make sure the ribbon is in place in the ribbon guides and looped around the tension lever.
15. Replace the snap-on cover. Make sure the cover has been replaced correctly. Fit the back part of the cover on the

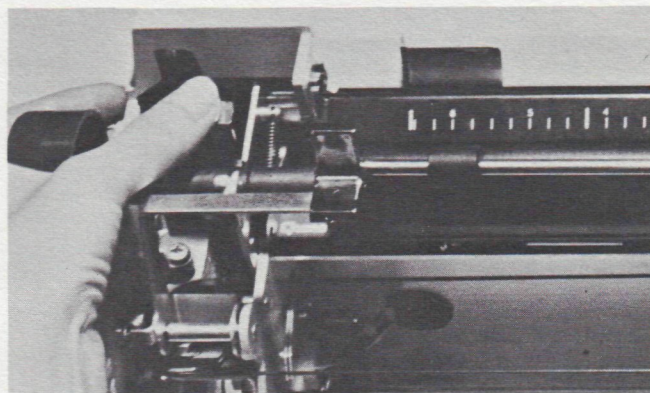
printer, then gently snap down the front part of the cover.

## REMOVING AND REPLACING THE PLATEN

The platen should be removed for cleaning every week.

To remove the platen:

1. Remove the cover from the printer.
2. Pull the paper bail toward you, as far as it will go.
3. Press the two platen latching levers at the same time using your thumbs. Lift the platen from the printer using the platen knobs as "handles".



Wipe the platen clean with a dry cloth.

To replace the platen:

1. Before replacing the platen, make sure the "cradle" that the platen fits into is securely in place. Make sure the paper centering scale is in its upward position. The paper bail should still be pulled all the way forward.
2. Align the platen properly. The teeth of the small gear next to the right platen knob should mesh with the large gear of the printer.
3. Press down on the two platen knobs at the same time to lock the platen in place.
4. Replace the snap-on cover. Make sure the cover has been replaced correctly.

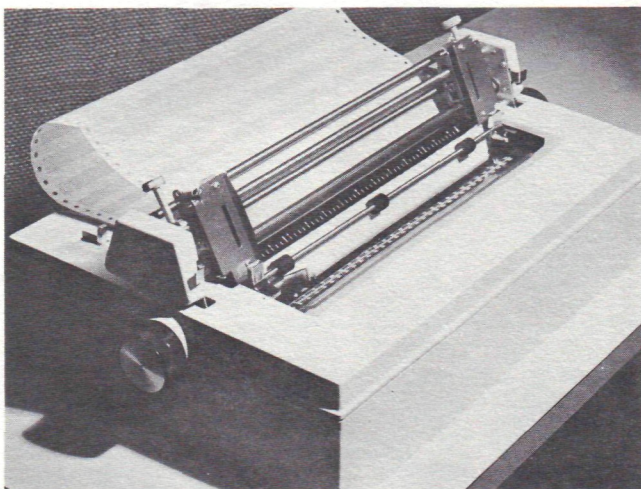
\* The close button locks the print wheel in place and prevents damage to the print wheel and printer during **print**.



Fit the back part of the cover on the printer, then gently snap down the front part of the cover.

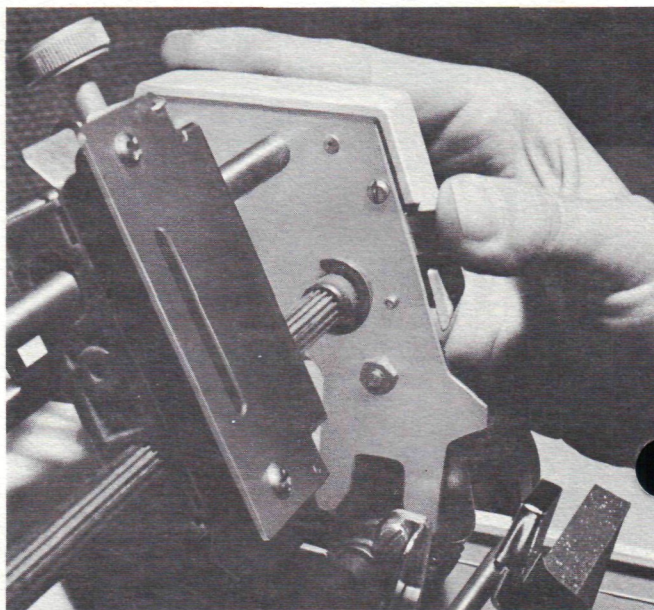
### THE FORMS TRACTOR

The Forms Tractor is an optional accessory to the printer. The Forms Tractor is generally used to feed fan-folded, preprinted forms automatically into the printer.



### To mount the Forms Tractor:

1. Remove the cover from the printer.
2. Pull the paper bail toward you, as far as it will go.
3. With both thumbs, press the two locking levers on the ends of the Forms Tractor.



4. Clamp the Forms Tractor over the exposed ends of the platen shaft.
5. The right stanchion of the Forms Tractor will fit into a groove on the platen shaft. The Forms Tractor will look "centered" on the printer when this position is correct.
6. Release the locking levers. Make sure they have "popped" all the way out. When the Forms Tractor is fully locked in place, the right-hand locking lever will be just as far out as the left-hand locking lever.\*

To adjust the Forms Tractor for the correct width of paper:

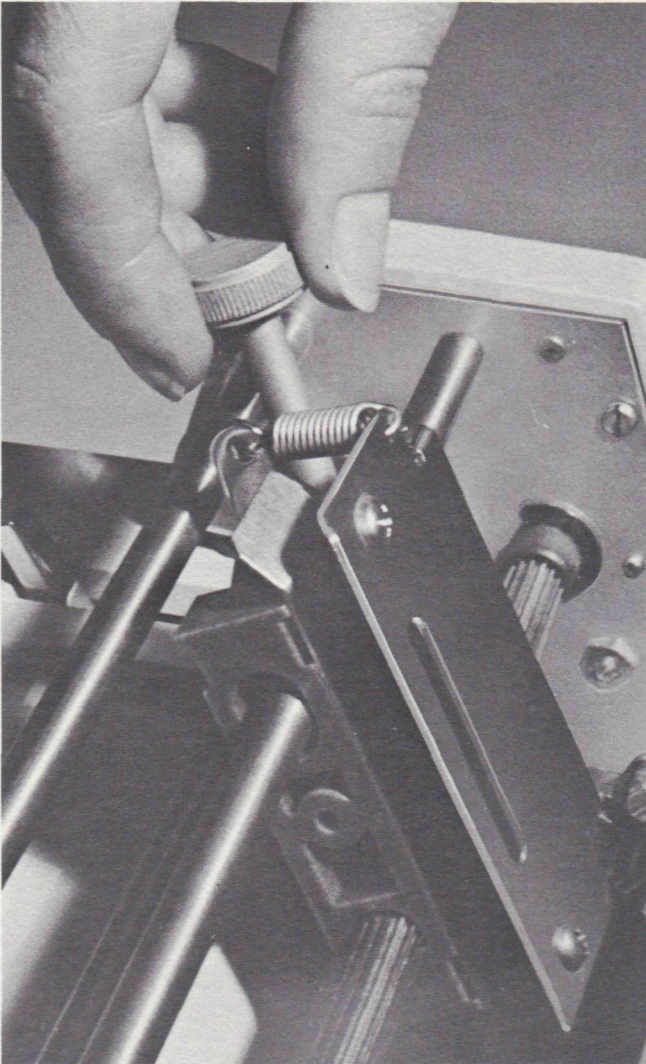
\*If the right-hand locking lever does not click into place, rock the mechanism gently until the right-hand lever "pops" out as far as the left-hand mechanism.



# PRINTER

1. Loosen the two drive sprocket clamping screws.
2. Slide the drive sprockets to the left and right ends of the Forms Tractor support rail. Check the paper centering scale on the printer for proper width.

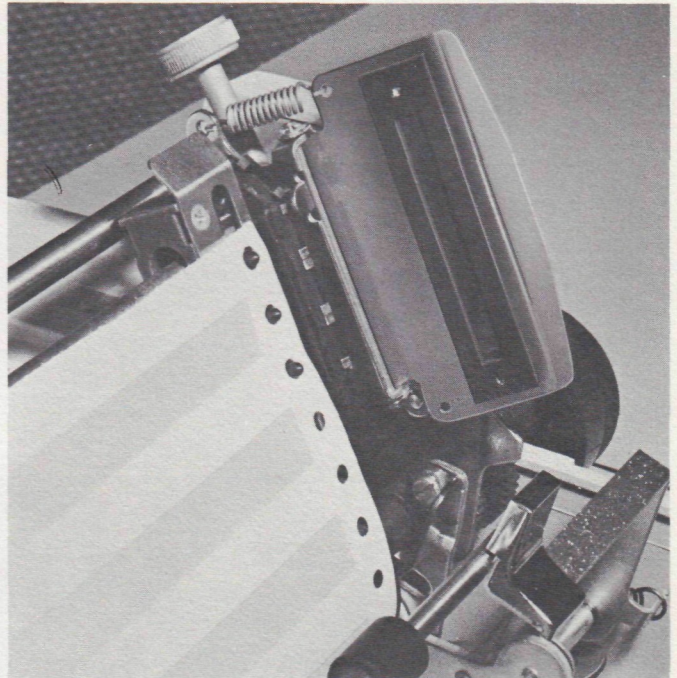
RIGHT DRIVE SPROCKET



To load paper in the Forms Tractor:

3. Turn the platen knobs so that the edge of the paper travels under the platen and comes up in front of the platen.
4. Pull the paper release mechanism on the printer all the way forward.
5. Move the right edge of the paper so that the holes in the paper fit over the pins in the right-hand drive sprocket.

RIGHT PAPER GATE



6. Lower the right-hand paper gate over the paper.
7. Tighten the right-hand drive sprocket clamping screw.
8. Position the left-hand drive sprocket so that the pins in the drive sprocket fit into the holes in the left edge of the paper.
9. Make sure the upper edge of the paper is parallel to the Forms Tractor support rail.
10. Lower the left-hand paper gate.
11. Adjust the position of the left-hand drive sprocket, then tighten the clamping screw to hold it in place.
  - the paper must be tight, but not tense, between the paper gates



— the page should be approximately centered.

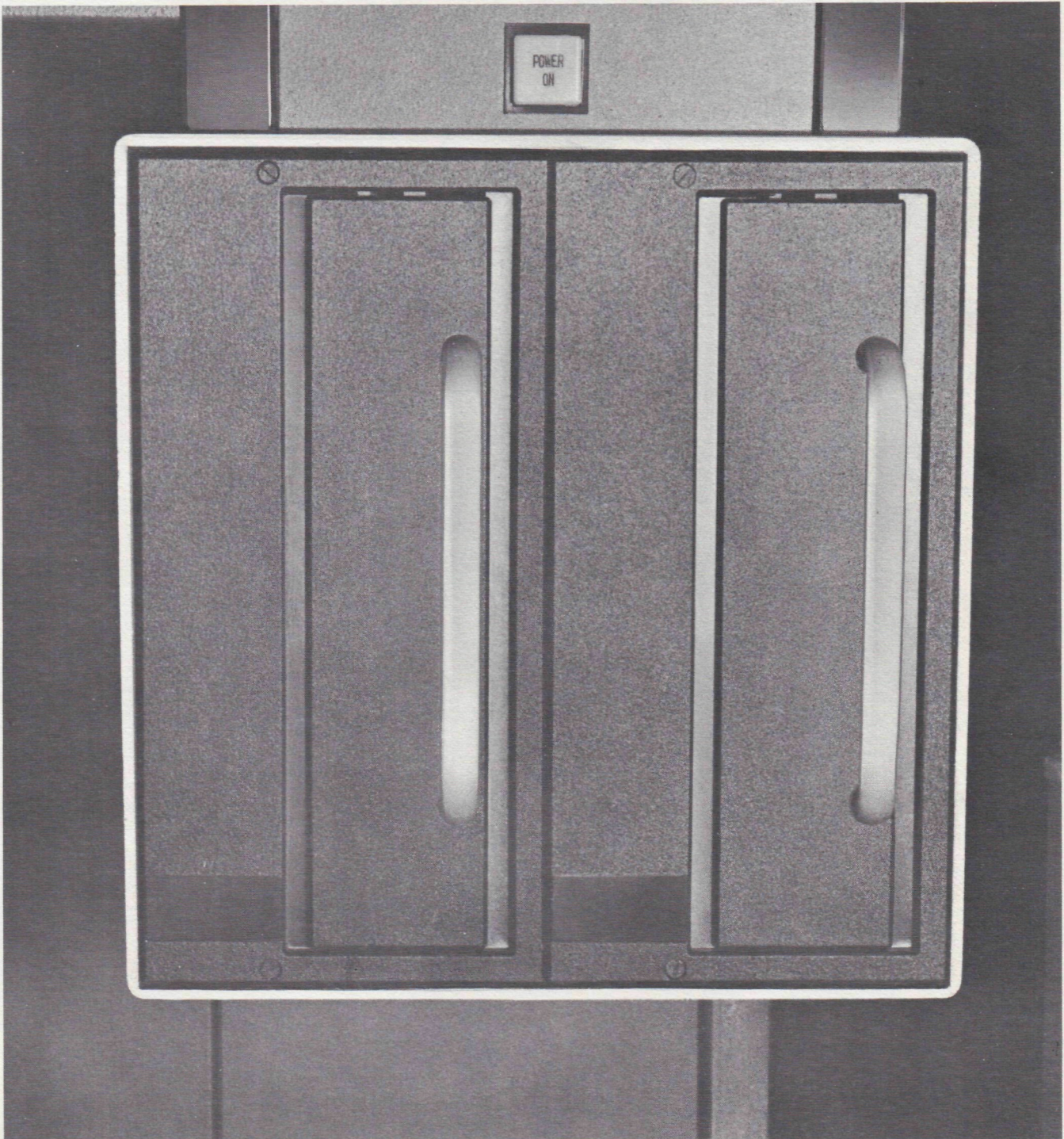
12. Turn the platen knobs so that the first line of the paper is in position for printing. Check against the card guide on the print wheel carriage.
  13. Move the paper bail toward the platen. Let it rest against the Forms Tractor.
  14. Move the paper release lever back.
  15. Snap-on the special Forms Tractor cover.
- The Forms Tractor is ready to use.



# DISC DRIVE

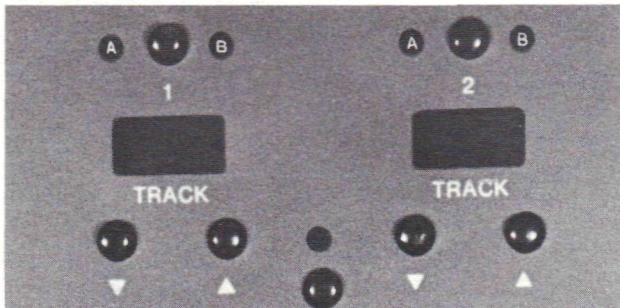
The DUAL DISC DRIVE on the 1400 Text Editor allows the use of two discs at the same time. Each disc must be inserted in its own Disc Drive.

DISC DRIVE 1 is the left-hand Disc Drive. DISC DRIVE 2 is the right-hand Disc Drive. Each of these Disc Drives is controlled by separate buttons on the panel.





The controls for DISC DRIVE 1 are on the top left of the panel. The number "1" is printed on the panel above the left-hand TRACK window. The controls for DISC DRIVE 2 are on the top right of the panel. The number "2" is printed on the panel above the right-hand window.



#### DISC DRIVE 1

To use DISC DRIVE 1, follow these steps:

1. insert a disc in DISC DRIVE 1
  - remember to hold the Disc Drive door securely while closing
  - never slam the Disc Drive door
2. select **File A** or **File B**, as needed
  - use the **file selector button** between the **File A** and **File B** signal lights to select the **file** you want
  - each press of the **file selector button** will change the **file** you are on
  - the **File A** light goes on when you are on **File A**; the **File B** light goes on when you are on **File B**
3. select the **track** number you want for the **file** you are using
  - use the **increment** and **decrement** buttons below the **track window** to select the track you want
4. press **read** or **store** as needed
  - the signal light next to the **read** button will go on when you are **reading** or **storing** on Disc 1 in DISC DRIVE 1

#### DISC DRIVE 2

To use DISC DRIVE 2, follow these steps:

1. insert a disc in DISC DRIVE 2
  - remember to hold the Disc Drive door securely while closing
  - never slam the Disc Drive door
2. select **File A** or **File B** as needed
  - use the **file selector button** between the **File A** and **File B** signal lights to select the **file** you want
  - each press of the **file selector button** will change the **file** you are on
  - the **File A** light goes on when you are on **File A**; the **File B** light goes on when you are on **File B**
3. select the **track** number you want for the **file** you are using
  - use the **increment** and **decrement** buttons below the **track window** to select the track you want
4. press **read** or **store** as needed
  - the signal light next to the **store** button will go on when you are **reading** or **storing** on Disc 2 in DISC DRIVE 2

#### OCCUPIED SIGNALS FOR ALL FILES

If you press **store** on either DISC DRIVE 1 or DISC DRIVE 2 and the **track** in the window already contains text, the **File A** or **File B** **signal light** will blink on and off. When you see the signal blinking, you know the track on that file already contains text. Press the **stop** button if you want to keep that text. Press the **store** button a second time if you wish to **overstore** on that track.



# DISC DRIVE

## SPILL SIGNALS FOR ALL FILES

If you press **read** while repaginating a document, and there is not enough room on the screen for all the text on the track, the Text Editor will go into **spill**. **Spill** is indicated when the number in the track window blinks on and off.

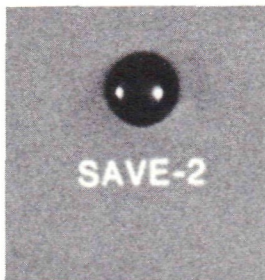
If you see the number in the window for DISC DRIVE 1 or DISC DRIVE 2 blinking on and off, you know the Text Editor is in **spill**. To see the text in spill, **store** or **save** the text on the screen, then press **roll up**. Finally, press **read** and the text that was in **spill** will appear on the screen.

## DUAL SAVE AND RECALL

When there is a disc in each Disc Drive, you may use the **save** track on either disc while editing. The **save** and **recall** keys on the keyboard will automatically allow you to use the **save** track on the disc in DISC DRIVE 1.

To use the **save** track on the disc in DISC DRIVE 2, follow these steps:

1. make sure there is a disc in DISC DRIVE 2
2. press the SAVE-2 button on the panel



3. now use the **save** or **recall** key on the keyboard

— after the **save** or **recall** key is pressed and the save or recall operation is completed, the Text Editor will automatically return to the Disc 1 save track

4. press the SAVE-2 button each time you wish to use **save** or **recall** on Disc 2

## OCCUPIED SIGNAL FOR SAVE

When using Disc 1, **File A**, the File A signal light will blink on and off when the **save** track is occupied. When using Disc 1, **File B**, the File B signal light will stay on, and the **File A** signal light will blink on and off.

When using Disc 2, **File A**, the File A signal light will blink on and off when the **save** track is occupied. When using Disc 2, **File B**, the File B signal light will stay on, and the **File A** signal light will blink on and off.

## DUPLICATING TEXT

The 1400 Text Editor can duplicate text from Disc 1 to Disc 2 in three ways: automatic full duplication of text; automatic partial duplication of text; manual, single-track duplication of text. These methods of duplication are useful in:

- making duplicate discs when work must be shared by more than one operator
- reorganizing tracks on a disc for more compact storage
- transferring text to permanent storage discs from day-to-day discs or other short-term discs

## AUTOMATIC FULL DUPLICATION

The 1400 Text Editor will automatically **duplicate** an entire disc, both File A and File B. To duplicate an entire disc, follow these steps:

1. place the disc to be duplicated (the master or original) in DISC DRIVE 1
  - automatic duplication works only from Disc 1 to Disc 2
2. place a blank disc (the duplicate) in DISC DRIVE 2\*

\*During automatic full duplication, any text on Disc 2 will be **cleared** and **overstored** with text from Disc 1. It is best to use a blank disc in DISC DRIVE 2 during automatic full duplication.



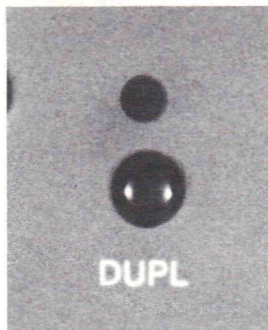
3. press the **trace** button on

—**trace** must be on in order to duplicate any **programs** or coded functions from the original to the duplicate

4. make sure **forms** and **forms composite** are both off

—**forms** and **forms composite** will both interfere with duplication

5. press the DUPLICATE (DUPL) button on the panel once



—the signal light above the DUPL button will blink on and off; this tells you the Text Editor is ready for **duplication**

— if you wish to stop **duplication** at this point, press the **stop** button and the DUPL signal light will turn off

6. press the DUPL button a second time and automatic full duplication begins

7. automatic full duplication is complete when all of **File A** and all of **File B** have been duplicated \*

- the DUPL signal light will turn off
- the last track on **File B** will remain on the screen
- the **File A** signal will light for both Disc Drives
- **Track 01** will appear in both **file windows**

### AUTOMATIC PARTIAL DUPLICATION

The 1400 Text Editor will automatically duplicate any continuous sequence of tracks from either **File A** or **File B** of the original disc in DISC DRIVE 1. This sequence of tracks can be transferred to a sequence of tracks on either **File A** or **File B** of the duplicate disc in DISC DRIVE 2.

For example, to transfer **Tracks** 3, 4, 5, 6 and 7 from Disc 1, **File B** to **Tracks** 24, 25, 26, 27 and 28 on Disc 2, **File A**, you would:

1. use the **increment** and **decrement** buttons to select the starting **track** for Disc 2

- select **File A** for Disc 2
- select **Track** 24 in the window

2. select the last **track** to be **copied** from Disc 1

- select **File B**, Disc 1
- select **Track 07** in the window



3. press the DUPL (DUPLICATE) button on the panel once \*\*

- the DUPL signal light will blink on and off

4. select the first **track** to be **copied** from Disc 1

- use the **decrement** button to select **Track 03** for Disc 1, **File B**

5. press the DUPL button a second time and automatic partial duplication begins

\*The **save** track on the original disc is never duplicated automatically. The **save** track can only be duplicated manually.

\*\*If the **increment** button is pressed accidentally between this point and actual duplication, the Text Editor will automatically turn off the duplication mode. This prevents possible **full duplication**, which would **overstore** any existing text on the disc in DISC DRIVE 2.

# DISC DRIVE

6. automatic partial duplication is complete when the complete sequence of tracks from Disc 1 has been duplicated on Disc 2\*

- the DUPL signal light will turn off
- the last **track** to be copied from Disc 1 will remain on the screen (in this example, **Track 07**)
- the DISC DRIVE 1 window will show a number one past the last number set (in this example, 08)
- the DISC DRIVE 2 window will show a number one past the last number set (in this example, 29)

## MANUAL DUPLICATION (SINGLE TRACK)

The 1400 Text Editor can duplicate one track at a time from Disc 1 to Disc 2, or from Disc 2 to Disc 1. This operation is particularly useful when reorganizing the sequence of text from disc to disc. Manual duplication can also be used to duplicate **save** tracks. To duplicate manually, follow these steps:

1. select the **file** and **track** for the original text from either Disc
  - press the **file selector button** for **File A** or **File B**
  - select the **track number** in the window
2. **read** that **track** to the screen
3. select the **file** and **track** for the Disc you will duplicate on
  - press the **file selector button** for **File A** or **File B**
  - select the **track number** in the window
4. press the **store** button for the disc you will duplicate on
  - if the **occupied signal** lights, press **store** a second time

- the number in the window will **increment** when the text has been **stored**

## CLEARING THE DISC

The 1400 Text Editor can **clear**, or “erase”, text from a disc in three ways: automatic complete clearing of all 60 tracks on a disc; automatic partial clearing of any sequence of tracks on either File A or File B; manual clearing of one track at a time.

## AUTOMATIC COMPLETE CLEARING

The 1400 Text Editor will automatically **clear** an entire disc, both **File A** and **File B**. To clear an entire disc, follow these steps:

1. place a blank disc in DISC DRIVE 1
2. place the disc to be cleared in DISC DRIVE 2
3. press the DUPL (DUPLICATE) button on the panel once
  - the signal light above the DUPL button will blink on and off



4. press the DUPL button a second time and automatic complete clearing begins
5. when complete clearing has occurred
  - the DUPL signal light will turn off
  - the screen will be blank
  - the **File A** signal will go on for both Disc Drives
  - **Track 01** will appear in both **file windows**

\*Text cannot be partially duplicated from both **File A** and **File B** in the same operation. For example, a sequence including A-28, A-29, A-30, B-01, B-02 and B-03 must be duplicated in two steps. First duplicate A-28, A-29 and A-30. Then duplicate B-01, B-02 and B-03.



## AUTOMATIC PARTIAL CLEARING

The 1400 Text Editor will automatically **clear** any continuous sequence of tracks from either **File A** or **File B**. To clear part of a disc, follow these steps:

1. place a blank disc in DISC DRIVE 1
2. place the disc you want to **clear** in DISC DRIVE 2
3. use the **file selector button** to choose the appropriate **file** on Disc 2
4. use the **increment** and **decrement** buttons to select the first **track** you want to **clear** on DISC DRIVE 2
  - if you want to **clear** Tracks 01 through 10, select 01 in the window; if you want to clear Tracks 19 through 28, select 19 in the window
5. select **File A** on Disc 1
6. select the **track** number on Disc 1 that is the same as the total number of tracks to be cleared from Disc 2 (Example: if you plan to clear ten tracks, place the number 10 in the Disc 1 window; if you plan to clear eighteen tracks, place the number 18 in the Disc 1 window)
7. press the DUPL button on the panel once
  - the signal light above the DUPL button will blink on and off
8. place **Track 01** in the Disc 1 window
9. press the DUPL button a second time and automatic partial clearing begins
10. when partial clearing has occurred
  - the DUPL signal light will turn off
  - the screen will be blank
  - the Disc 1 and 2 **track numbers** will **increment** one beyond the highest number set

## MANUAL CLEARING (SINGLE TRACK)

1. select the **file** and **track** you want to **clear** from either disc
2. **read** the **track** to make certain it is the one you want to clear

— the number in the window will **increment**

3. press **home**
4. press **page end**
5. reset the correct **track number** in the window
6. press the **store** button twice to **overstore** a blank screen onto the track
7. the cursor will not move, but the number in the window will **increment**

## DUPLICATING A DISC WITH A TRACK CONTAINING MORE THAN 64 VARIABLES

If you are duplicating a disc containing a track with more than 64 variables, duplication will stop and the file window will blink in the spill condition. Manual duplication must then take place:

1. clear the screen
2. read the form to the screen
3. press forms light on
4. read the variables track onto the form
5. go home and store variables on appropriate track

Continue duplicating the disc using the partial duplication procedure.

# CODE AND PRINT CHARTS

## COURIER 72

(10 Pitch)

<u>To Print</u>	<u>Press</u>	<u>On The Screen</u>	<u>Function</u>
}	Code + Shift + =	}	Right Brace
{	Code + ;	{	Left Brace
I	Code + <	!	Solid Vertical Line
~	Code + Shift + >	~	Tilde
'	Shift + '	'	Slanted Apostrophe
`	Shift + @	`	Grave Accent
Reorder Number 0-111-10			

## ELITE

(12 Pitch)

<u>To Print</u>	<u>Press</u>	<u>On the Screen</u>	<u>Function</u>
}	Code + Shift + =	}	Right Brace
{	Code + ;	{	Left Brace
I	Code + <	I	Broken Vertical Line
~	Code + Shift + >	~	Tilde
'	Shift + '	'	Slanted Apostrophe
`	Shift + @	`	Grave Accent
Reorder Number 0-102-12			

## FRENCH PRESTIGE CUBIC

(10 Pitch)

<u>To Print</u>	<u>Press</u>	<u>On The Screen</u>	<u>Function</u>
°	Code + +	[	Degree
..	Code + Shift + >	~	Dieresis
§	Code + —	]	Section
'	Shift + '	'	Vertical Apostrophe
`	Shift + @	`	Grave Accent
£	Shift + #	#	Pound Sterling
à	[ @	@	Language Accent
é	Code + ;	{	Language Accent
è	Code + Shift + =	}	Language Accent
ù	Code + <	!	Language Accent

Reorder Number 0-112-10



**GENERAL SCIENTIFIC**  
(12 Pitch)

<u>To Print</u>	<u>Press</u>	<u>On The Screen</u>	<u>To Print</u>	<u>Press</u>	<u>On The Screen</u>
$\nabla$	Shift + A	A	$\pi$	Shift + !	!
$\infty$	Shift + B	B	$\cdot$	Shift + "	"
$\Psi$	Shift + C	C	}	Shift + #	#
$\phi$	Shift + D	D	{	Shift + \$	\$
$\pm$	Shift + E	E	$\pm$	Shift + %	%
$<$	Shift + F	F	$\int$	Shift + &	&
$\Delta$	Shift + G	G	$\div$	Shift + '	'
$\P$	Shift + H	H	$\backslash$	Shift + (	(
$\uparrow$	Shift + I	I	)	Shift + )	)
$>$	Shift + J	J	0	Shift + 0	0
$\ddot{g}$	Shift + K	K	$\angle$	Shift + =	=
$\Omega$	Shift + L	L	$\dagger$	Shift + >	>
$\partial$	Shift + M	M	$\checkmark$	Shift + [	[
$\cdot$	Shift + N	N	$\cup$	Shift + ' or °	' or °
$\downarrow$	Shift + O	O	$\cap$	Shift + :	:
$\infty$	Shift + P	P	$\int$	Shift + *	*
$\Gamma$	Shift + Q	Q	'	Shift + ,	,
$\oplus$	Shift + R	R	$\sim$	Shift + .	.
$\Sigma$	Shift + S	S	$\S$	Shift + ?	?
$\rightarrow$	Shift + T	T	TM	Code + Shift + =	}
$\equiv$	Shift + U	U	'	Code + Shift + >	~
$\alpha$	Shift + V	V			
$\Delta$	Shift + W	W			
$\equiv$	Shift + X	X			
$\tau$	Shift + Y	Y			
$\Re$	Shift + Z	Z			

Reorder Number 0-114-12

# CODE AND PRINT CHARTS

## GENERAL SCIENTIFIC

To Print	Press	On The Screen	To Print	Press	On The Screen
$a$	a	a	$\xi$	u	u
$\beta$	b	b	x	v	v
$\psi$	c	c	$\phi$	w	w
$\phi$	d	d	$\chi$	x	x
$\epsilon$	e	e	$\nu$	y	y
$\iota$	f	f	$\zeta$	z	z
$\lambda$	g	g	1	1	1
$\eta$	h	h	2	2	2
$\zeta$	i	i	3	3	3
J	j	j	4	4	4
$\kappa$	k	k	5	5	5
$\omega$	l	l	6	6	6
v	m	m	7	7	7
$\nu$	n	n	8	8	8
o	o	o	9	9	9
$\rho$	p	p	0	0	0
$\Upsilon$	q	q	=	-	-
$\theta$	r	r	$\pi$	<	<
$\sigma$	s	s	+	]	]
$\tau$	t	t		@	@
			..	;	;
			J	+	+
			1	/	/
			$\text{\textcircled{R}}$	Code + <	Code + <
			$\text{\textcircled{C}}$	Code + ;	Code + ;
			$\checkmark$	Code ++	Code ++
					[

Reorder Number 0-114-12



**MANIFOLD**  
(10 Pitch)

<u>To Print</u>	<u>Press</u>	<u>On The Screen</u>	<u>Function</u>
}	Code + Shift + =	}	Right Brace
{	Code + ;	{	Left Brace
I	Code + <	I	Solid Vertical Line
'	Shift + '	'	Vertical Apostrophe

Reorder Number 0-107-10

**PICA**  
(10 Pitch)

<u>To Print</u>	<u>Press</u>	<u>On The Screen</u>	<u>Function</u>
}	Code + Shift + =	}	Right Brace
{	Code + ;	{	Left Brace
I	Code + <	I	Broken Vertical Line
~	Code + Shift + >	~	Tilde
'	Shift + '	'	Vertical Apostrophe
@	Shift + @	@	Grave Accent

Reorder Number 1-101-10

**PRESTIGE ELITE**  
(12 Pitch)

<u>To Print</u>	<u>Press</u>	<u>On The Screen</u>	<u>Function</u>
}	Code + Shift + =	}	Right Brace
{	Code + ;	{	Left Brace
I	Code + <	I	Solid Vertical Line
~	Code + Shift + >	~	Tilde
'	Shift + '	'	Slanted Apostrophe
@	Shift + @	@	Grave Accent

Reorder Number 0-110-12

# CODE AND PRINT CHARTS

## COURIER LEGAL

(10 Pitch)

<u>To Print</u>	<u>Press</u>	<u>On The Screen</u>	<u>Function</u>
†	Code + Shift + =	}	Dagger
™	Code + Shift + >	~	Trademark
¶	Code + <	I	Paragraph
°	Shift + @	`	Degree
§	Code + ;	{	Section
>	Shift + >	>	Greater Than
<	<	<	Less Than
'	Shift + '	'	Vertical Apostrophe

Reorder Number 0-108-10

## COURIER LEGAL 10 A

(10 Pitch)

<u>To Print</u>	<u>Press</u>	<u>On The Screen</u>	<u>Function</u>
†	Code + Shift + =	}	Dagger
½	Shift + >	>	One-Half
¼	<	<	One-Quarter
™	Code + Shift + >	~	Trademark
¶	Code + <	I	Paragraph
°	Shift + @	`	Degree
§	Code + ;	{	Section
'	Shift + '	'	Vertical Apostrophe

Reorder Number 0-109-10

## PICA LEGAL

(10 Pitch)

<u>To Print</u>	<u>Press</u>	<u>On The Screen</u>	<u>Function</u>
†	Code + Shift + =	}	Dagger
™	Code + Shift + >	~	Trademark
¶	Code + <	I	Paragraph
°	Shift + @	`	Degree
§	Code + ;	{	Section
>	Shift + >	>	Greater Than
<	<	<	Less Than
'	Shift + '	'	Vertical Apostrophe

Reorder Number 0-106-10



**PRESTIGE ELITE LEGAL**  
(12 Pitch)

<u>To Print</u>	<u>Press</u>	<u>On The Screen</u>	<u>Function</u>
†	Code + Shift + =	}	Dagger
™	Code + Shift + >	~	Trademark
¶	Code + <	I	Paragraph
°	Shift + @	,	Degree
§	Code + ;	}	Section
>	Shift + >	>	Greather Than
<	<	<	Less Than
,	Shift + '	,	Vertical Apostrophe

Reorder Number 0-113-12

# TROUBLESHOOTING

## TROUBLESHOOTING

The TROUBLESHOOTING section can help you solve many basic "problems" on the Text Editor. Before you use this section, go through the Troubleshooting Form. This form will help you pinpoint the problem to be solved.

## TROUBLESHOOTING FORM

Have you checked the TROUBLESHOOTING section of the Reference Manual?

Have you checked the OPERATIONS section of the Reference Manual?

Have you looked in the GLOSSARY of the Reference Manual?

## PROBLEM ANALYSIS

1. What operation were you trying to perform when the problem occurred?
2. Did you accomplish all the steps for that operation?
3. Review the steps. Have you left anything out?
4. If answer to 3 is YES, clear the screen and begin the operation again.
5. If answer to 3 is NO, continue with question 6.
6. Which part of the Text Editor is not operating properly? Where do you actually see the problem occurring?

printer  
screen  
file windows  
cursor position window  
any signal lights on panel

7. If you see the problem in any of the places in question 6, refer to the GLOSSARY and the TROUBLESHOOTING sections of this Manual. If those sections do not help, go on to question 8.
8. Did you press any of these buttons before the problem occurred?

<b>read</b>	<b>line #</b>
<b>store</b>	<b>trace</b>
<b>print</b>	<b>printer line</b>
<b>pitch</b>	<b>justify</b>
<b>stop</b>	<b>forms</b>
<b>dupl</b>	<b>save-2</b>

9. If you pressed any of the buttons listed in question 8, look in the GLOSSARY for more information about the buttons you pressed.
10. If the GLOSSARY did not explain the problem, go on to question 11.
11. State the place on the Text Editor where you see the problem.  
Write a short description of the problem. The description should say what you were doing, or what you just finished doing, when the problem occurred.

**EXAMPLE:** I finished typing a page on the screen. I pressed the print button, and the printer wouldn't print.\*

Write your description on a blank sheet of paper now.

12. Last questions.  
Is the power on?  
Is the Text Editor plugged in?  
Is there a disc in each Disc Drive?

---

\*Do you know what the problem is? The cursor was not sent to the home position. The printer will not print if the cursor is at the end of the text.



## PROBLEMS AND SOLUTIONS

The problems and solutions section is arranged alphabetically by the areas on the Text Editor where problems may occur. Problems can be found under the following headings:

FILE WINDOWS; PLATEN; POWER ON; PRINT; READ; SCREEN; STORE.

Glance quickly at the problems listed under each of these headings. Key words in each problem will be underscored for faster reference. It is helpful to go through the TROUBLE-SHOOTING FORM before you search for specific problems and solutions in this section.

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### PROBLEM

### SOLUTION

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#### FILE WINDOWS

The file window buttons do not change the track numbers in the file windows.

Make sure there is a disc in the Disc Drive. File window numbers cannot be changed unless the disc is inserted in the Drive.

If you are on Track 30 of either file, the number cannot be incremented. Track 30 is the highest track.

If you are on Track 01 of either file, the number cannot be decremented. Track 01 is the lowest track.

---

When thumbing through the tracks on a file, the number in the file window does not increment, and no text appears on the screen.

The Text Editor may stop at a blank track when thumbing through. Increment the number using the file window button, and continue thumbing through.

---

When reading a second track onto the screen while repaginating, the file number does not increment. This is accompanied by blinking of the number in the file window.

If "blinking" occurs, the Text Editor is in **spill**. Edit text on the screen; store and/or print. Press **roll up** once, then press **read** once. The text in **spill** will appear on the screen.

If you are on Track 30, the Text Editor cannot increment. Track 30 is the highest track. Use the file window buttons to decrement the number.

---

The file window blinks when you are duplicating. Duplication stops.

The Text Editor has reached a track with **variable** text. Read the appropriate form to the screen. Turn the **forms** light on. Read the track with the variable text onto the form. Store manually. Turn the forms light off before proceeding with duplication.

---

# TROUBLESHOOTING

PROBLEM	SOLUTION
<b>PLATEN</b>	
The platen <u>rolls freely</u> even though the platen release knob is not pressed.	Turn the power off. Then remove the printer cover and align the platen gear on the right end of the platen with the larger gear. These gears must mesh together smoothly.
<b>POWER ON</b>	
The <u>cursor does not appear</u> within 30 seconds after you press the power on button.	Turn the <b>brite knob</b> all the way to the right to insure maximum illumination on the screen. Turn the power off, wait 5 seconds, then turn the power on again.
After pressing the power on button, the <u>button does not light</u> and none of the functions of the Text Editor operate.	Make sure the power cord is plugged in securely.
<b>PRINT</b>	
The printer is on, but <u>no text prints</u> after the print <u>button is pressed</u> .	Make sure the cursor is in the <b>home</b> position. Press the home key, then press <b>print</b> again.
After printing, some of the text is <u>missing</u> or has been <u>printed "lighter"</u> than other text on the sheet.	Tighten the ribbon using the <b>ribbon advance button</b> . This prevents the ribbon from "jumping" away from the print wheel. Clean the <b>card guide</b> .
Characters <u>print lighter</u> and <u>lighter</u> .	Press <b>stop</b> and examine the ribbon. If the printer is striking over and over in the same position, change the ribbon cartridge.
After pressing the print button, the printer does not operate and the <u>print wheel carriage</u> is " <u>stuck</u> " at the <u>right end</u> of the <u>printer</u> .	Press the <b>stop</b> button, then press <b>print</b> again.
The printer stops in the <u>middle of printing</u> . There are no stop codes in the text. The text was stored correctly and completely. There is a <u>carbon ribbon</u> in the printer.	The carbon ribbon may be exhausted. Replace the cartridge and press <b>print</b> . The printer will continue printing at the exact position where it stopped. If the ribbon is not exhausted, examine the portion of the ribbon that is in front of the print wheel. Occasionally a small patch of ribbon will be bare of carbon, stopping the printer. <b>Advance</b> the ribbon to a normal section of carbon ribbon.



PROBLEM	SOLUTION
An <u>underscore</u> is printed from the <u>left margin</u> until the end of a <u>centered title</u> .	Press <b>stop</b> . Turn on <b>trace</b> to see the underscored ( <b>brite start</b> ) area on the screen. With the cursor at the left margin, press <b>brite stop</b> to end the underscore. Use brite start and brite stop to underscore only the title. Store the text again. Print again.
Text from the <u>top</u> of the screen <u>does not print</u> .	In the future, do not underscore titles or headings until you have moved the previously typed heading to the center of the text.
<u>Specific letters</u> , digits or other characters <u>do not print</u> at all, or print only partially.	The cursor may not have been in the <b>home</b> position when the print button was pressed. Send the cursor home and print again.
The <u>underscore</u> line, tops of characters or entire characters <u>do not print</u> , but the print wheel makes an impression on the paper.	Remove the print wheel and check for broken or worn characters. If the print wheel is in good condition, return it to the print wheel carriage, but make sure it is installed correctly.
Frequently used characters on the print wheel no longer print clearly, or print with a " <u>halo</u> ".	If characters on the print wheel are broken, install a new print wheel.
All characters on the print wheel <u>no longer print clearly</u> , or print with a " <u>halo</u> " or out of position.	Remove dirt or any foreign material from the print wheel or print wheel carriage.
Characters <u>print out of order</u> ; words are <u>garbled</u> .	The ribbon is not moving freely and cannot be hit by the print wheel. Clean the <b>card guide</b> to allow the ribbon to move freely.
	Clean or replace the print wheel.
	Make sure the <b>multiple copy selector lever</b> is in the forward position. Always return the lever to forward position after printing carbons or other multiple copies.
	Check to see that the print wheel is attached securely to the print wheel carriage.

# TROUBLESHOOTING

PROBLEM	SOLUTION
The page prints with <u>improper margins</u> .	<p>Return the cursor to <b>home</b> and reset the left and right margins. Make sure the cursor position window is set to measure horizontal spaces when resetting the margins. <b>Print</b> again.</p> <p>Make sure the <b>pitch</b> button is set to correspond to the pitch of the print wheel you are using.</p>
A <u>title or heading</u> is not perfectly <u>centered</u> on the page, although it was correctly measured on the screen before printing.	<p>Return the cursor to the <b>home</b> position and reset the left margin. Then recenter the title or heading. <b>Print</b> again. You probably centered the heading based on the previous left margin.</p>
<b>READ</b>	
When the read button is pressed, <u>no text appears</u> on the screen.	<p>Turn the <b>brite knob</b> all the way to the right to make sure the screen has sufficient illumination.</p> <p>Make sure the Disc Drive door is closed. If the door is open, close it gently.</p> <p>Use the file window buttons to <b>increment</b> or <b>decrement</b> to another track. The track you are on is blank — it contains no text.</p>
The <u>text</u> that reads to the screen is <u>garbled</u> and <u>unreadable</u> .	<p>The disc is probably not moving freely in its permanent protective jacket. Remove the disc from the Disc Drive. Insert two fingers in the hole in the middle of the disc and gently “twist” until the disc rotates freely.</p> <p>If the text is still garbled, insert another disc and try to read a track. If the new disc reads properly, the old disc is probably scratched or damaged in some other way.</p>



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## PROBLEM

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## SOLUTION

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A blinking asterisk appears at the end of text being read onto the screen.

Clear the screen, press the stop button, and press read again.

Remove the disc from the Disc Drive. Insert two fingers in the hole in the middle of the disc and gently "twist" until the disc rotates freely. Re-insert the disc into the Disc Drive and press **read**.

If the **blinking asterisk** still appears, set the number in the file window to a number five tracks higher or lower than the track which has the blinking asterisk. Press **read**. Clear the screen and reset the original number in the file window. **Read** the original track again.

Only a part of the text stored on the track appears when read is pressed. The cursor is in the home position when read is pressed.

An **end code** was on the screen during **store**. You must retype all text that appeared below the end code. Store the completed text without the end code.

When the read button is pressed, previously stored text does not appear on the screen.

The cursor was not in the **home** position when text was **stored**. Retype the entire track and store again.

Text from the top of the screen does not print.

The cursor may not have been in the **home** position when the **print** button was pressed. Send the cursor home and print again.

The text on the screen is "rippling"

The screen is approaching **full memory**. **Store** the text, **roll up**, and continue typing.

The cursor does not move when a new character is typed onto the screen.

The screen has reached **full memory**. **Store** the text, **roll up**, and continue typing.

The cursor moves wildly around the screen.

One of the keys on the keyboard is "stuck". Tap each key firmly with your finger until the cursor stops moving.

One character repeats over and over on the screen.

One of the keys on the keyboard is "stuck". Tap each key firmly with your finger until the character stops repeating.

---

# TROUBLESHOOTING

PROBLEM	SOLUTION
A " <u>beeping</u> " sound occurs with each new character that is typed or read onto the screen.	The screen has reached <b>full memory</b> . <b>Store</b> the text, <b>roll up</b> , and continue typing or reading.
The <u>cursor or text</u> cannot be <u>seen easily</u> on the screen.	Turn the <b>brite knob</b> to the right to make sure the screen has sufficient illumination. Clean the glare screen.
The <u>cursor moves</u> rapidly <u>up and down</u> the <u>left side</u> of the <u>screen</u> . The Text Editor "beeps" steadily.	<b>Forms mode</b> is on. Press the forms mode button until the forms mode lights are off.
When reading a <u>form</u> to the screen, all <u>you see</u> are <u>brightened</u> (underscored) <u>lines</u> . The form itself does not appear.	The form was stored with <b>forms mode</b> light on. This means the form did not store accurately. You must retype the form and store it with forms mode off.
After the <u>recall</u> key is pressed, the <u>wrong material</u> appears on the screen.	The recall key recalls text from Disc 1. The text you want is saved on Disc 2. Press the SAVE-2 button, then press the recall key.
You are <u>recalling</u> text from <u>Disc 2</u> . You have pressed SAVE-2 and the recall key. The <u>wrong text appears</u> on the screen.	When you saved the text, you did not press SAVE-2 before pressing the <b>save</b> key. Read the text to the screen again. Press SAVE-2. Press the save key.
You are using a <u>program</u> with text on the screen. The program <u>does not operate</u> .	You did not <b>store</b> the program with <b>trace</b> on. Programs must always be stored with trace on.
A <u>blinking asterisk</u> appears at the end of text on the screen when the store button is pressed.	Remove the disc from the Disc Drive. Insert two fingers in the hole in the middle of the disc and gently "twist" until the disc rotates freely. Re-insert the disc into the Disc Drive and press store again. Remove the <b>blinking asterisk</b> . Press the <b>stop</b> button. Return the cursor to the <b>home</b> position. Set the original track number in the file



window. Press **store** again.

If the blinking asterisk still appears, store the text on a different track.

---

After pressing store, the file window number does not increment, and the occupied signal comes on.

There is text already stored on the track in the file window. Press **store** a second time if you want to **overstore**. Press **stop** and reset the number in the file window if you want to store on a different track.

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# PREVENTIVE CARE

## PREVENTIVE CARE

### ELECTRICAL POWER

1. check to see that the power cord is secure in its socket at the beginning of every day
2. discourage office personnel and maintenance crews from disconnecting the Text Editor or from moving the Text Editor from place to place

### EXTERIOR SURFACES

1. exterior surfaces of the console may be cleaned using a soft cloth and any ammonia-based window cleaner
2. be careful not to spill liquid cleaners into the printer, into the Disc Drive, or onto the keyboard

### KEYBOARD

1. clean the surface of the keyboard and the keys with a paper towel lightly dampened with denatured alcohol
2. if the keys become "sticky" or "jammed", causing characters to repeat across the screen, follow these steps
  - turn power off
  - run the heel of your hand across the keyboard; do not use excessive force
  - turn power on
3. if keys still "stick", your Vydec Field Engineer will use the necessary tools to remove particles from beneath the key caps
4. use a soft brush to dust in the spaces between the keys
5. do not put food, liquids or cigarette ashes near the keyboard; foreign particles may cause damage to the electronic components of the keyboard

### PANEL

1. clean the panel with a soft cloth lightly dampened with water
2. do not use liquid cleaners or alcohol on the panel or control buttons

### PRINTER

1. if you wish to clean the platen, remove it following instructions in the Printer section of this Manual  
wipe the platen clean with a dry cloth or paper towel; while the platen is removed, clean the card guide
2. with a dry cloth or paper towel, remove ink residue and paper fibers from both sides of the card guide
3. use a paper towel very lightly dampened with denatured alcohol to clean dust and grit from the print wheel carriage assembly
4. to clean the print wheel, hold it under cool, running water or wipe it with a soft cloth lightly dampened with any commercial ammonia-based window cleaner; you may also use a soft brush to dust off the print wheel.
5. never spray solvents or cleaners directly into the printer
6. be sure to remove all cleaning implements from the printer after cleaning

### SCREEN

1. if the glare screen is smudged, remove and clean it at the end of the day
  - rinse under cool water
  - towel dry
  - place the glare screen on a table, concave side up, to dry overnight
2. if the glare screen is dusty, wipe it with a soft, dry, lint-free cloth
3. clean the glass CRT screen with any commercial, ammonia-based window cleaner



4. never use soap on the glare screen or the CRT screen

#### STATIC

1. static caused by carpeting can be removed by spraying the carpet with any commercially available anti-static solution
2. if static continues, call your CSS

#### TABLE TOPS

clean table tops with any ammonia-based window cleaner

# FILING AND STORAGE

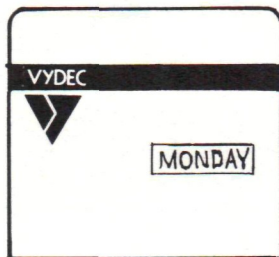
## FILING AND STORING

There are several systems for Filing and Storing discs. The seven most popular systems are outlined in this section. One of these systems should be appropriate for your needs. In some cases a combination of two or more systems may be best when planning short-term and long-term work.

### DAILY DISCS

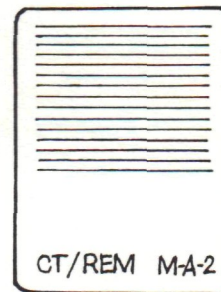
The DAILY DISC system is used when the major work on the Text Editor involves transcription: typing text from original dictation.

1. Each work station should have five discs: one for Monday, one for Tuesday, one for Wednesday, one for Thursday and one for Friday.
2. Prepare two labels for each disc, one for the permanent jacket and one for the removable jacket. (For example, the labels for the Monday disc should have MONDAY printed on them.) Type or print on the labels before attaching them to the disc jackets.



3. Prepare five Pendaflex folders, one for each day of the week.
4. At the beginning of each day's typing, make sure the disc is clear except for the Table of Contents on File A, Track 01, or File B, Track 30.\*
5. At the end of the day, update the Table of Contents as needed.

6. Each track on the disc should begin with an **operator instruction line**. The first item on the operator instruction line should be the File and Track number for the document.
7. At the end of each document, type the originator's initials and the operator's initials, as usual. Then type an identification code for quick reference to the storage system. (Example: M-A2 = Monday disc, File A, Track 2; F-B21 = Friday, File B, Track 21.)
8. If needed, make a carbon copy of each document printed and keep these carbons as a separate Table of Contents to the day's work.



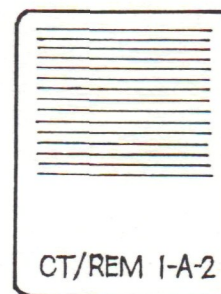
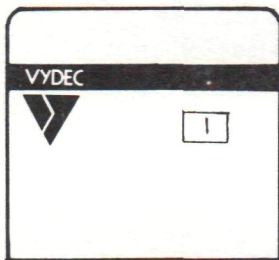
### NUMERICAL FILING

The NUMERICAL FILING system is used when the major work on the Text Editor involves typing lengthy documents and storing them permanently.

1. Begin with several blank discs at each work station. More discs can be added as needed.
2. Prepare two labels for each disc, one for the permanent jacket and one for the removable jacket. The discs should be numbered in sequence.

\*The typed track numbers should be kept as a permanent part of the Table of Contents on A-01 or B-30. The Table of Contents can be reused without having to retype track numbers. Remove old entries with **line end**.





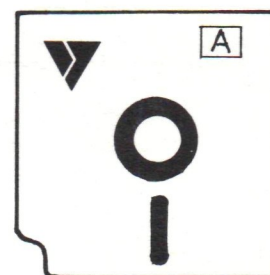
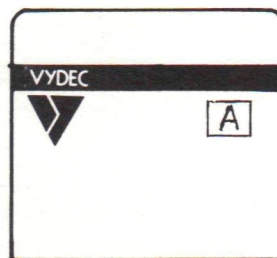
3. Prepare Pendaflex folders, numbered in sequence.
4. As you begin each new disc, start with a Table of Contents on File A, Track 01, or File B, Track 30.\*
5. Each track on the disc should begin with an **operator instruction line**. The first item on the operator instruction line should be the File and Track number for the document.
6. If lengthy documents are normally revised frequently before they are completed, type your first version on File A only. If you type on File A, then File B can be used to store revisions. Remember to update the Table of Contents.
7. After a track on File A has been revised and the edited version stored on File B, you may clear the File A track. Then when the File B track is revised, the edited version can be stored on File A. Make sure you no longer need the original before clearing File A.
8. At the end of each page of the document, type the disc number and the File and Track number. (Example: 1-A-2 = disc number one, File A, Track 02. 4-B-21 = disc number 4, File B, Track 21.)

9. If needed, make a carbon copy of each page printed and keep these carbons as a separate Table of Contents for the document.

#### ALPHABETICAL FILING

The ALPHABETICAL FILING system is used when a special document, or series of documents, must be stored and reused often. The ALPHABETICAL system allows a maximum of 26 discs for each filing sequence. You may add to the ALPHABETICAL system by using lower case letters, doubling the letters (AA, aa) or adding exponents to the letters (A<sub>1</sub>, A<sub>2</sub>).

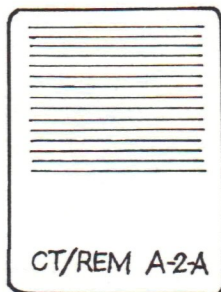
1. Begin with several blank discs. More discs can be added as needed.
2. Prepare two labels for each disc, one for the permanent jacket and one for the removable jacket. The discs should be in alphabetical sequence.



\*The typed track numbers should be kept as a permanent part of the Table of Contents on A-01 or B-30. The Table of Contents can be reused without having to retype track numbers. Remove old entries with **line end**.

# FILING AND STORAGE

3. Prepare Pendaflex folders, in alphabetical sequence.
4. As you begin each new disc, start a Table of Contents on File A, Track 01, or File B, Track 30.\*
5. Each track on the disc should begin with an **operator instruction line**. The first item on the operator instruction line should be the File and Track number for the document.
6. If lengthy documents are normally revised frequently before they are completed, type your first version on File A only. If you type on File A, then File B can be used to store revisions. Remember to update the Table of Contents.
7. After a track on File A has been revised and the edited version stored on File B, you may clear the File A track. Then when the File B track is revised, the edited version can be stored on File A. Make sure you no longer need the original before clearing File A.
8. At the end of each page of the document, type the disc letter and the track and File letter. (Example: A-2-A = disc A, Track 02, File A. A-21-B = disc A, Track 21, File B.)



9. If needed, make a carbon copy of each page printed and keep these carbons as a separate Table of Contents for the document.

## SUBJECT FILING

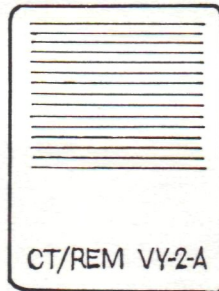
The SUBJECT FILING system is used when documents can be identified by subject and are worked on or revised by subject. The SUBJECT FILING system allows you to add text over an indefinite period of time.

1. Begin with enough blank discs for your current document. More discs can be added as needed.
2. Prepare two labels for each disc, one for the permanent jacket and one for the removable jacket.
3. Prepare a Pendaflex folder for the subject. These folders will be filed alphabetically by subject.
4. As you begin each new disc, start a Table of Contents on File A, Track 01, or File B, Track 30.\*
5. Each track on the disc should begin with an **operator instruction line**. The first item on the operator instruction line should be the File and Track number for the document.
6. If lengthy documents are normally revised frequently before they are completed, type your first version on File A only. If you type on File A, then File B can be used to store revisions. Remember to update the Table of Contents.
7. After a track on File A has been revised and the edited version stored on File B, you may clear the File A track. Then when the File B track is revised, the edited version can be stored on File A. Make sure you no longer need the original before clearing File A.
8. At the end of each page of the document, type the subject code and the track and file. (Example: the first two letters of the subject can be the subject code, so that VY-2-A = Vydec, Track

\* The typed track numbers should be kept as a permanent part of the Table of Contents on A-01 or B-30. The Table of Contents can be reused without having to retype track numbers. Remove old entries with **line end**.



02, File A. TY-21-B = Typing, Track 21, File B.)



9. If needed, make a carbon copy of each page printed and keep these carbons as a separate Table of Contents for the document.

#### DEPARTMENT FILING

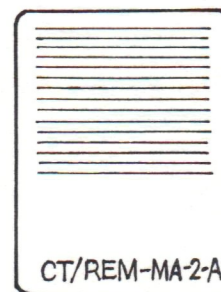
The DEPARTMENT FILING system is used when many departments in a company share time on the same Text Editor. DEPARTMENT FILING allows you to keep the work for each department separate and intact.

1. Begin with several blank discs for each department. More discs can be added as needed.
2. Prepare two labels for each disc, one for the permanent jacket and one for the removable jacket.
3. Prepare a Pendaflex folder for each department. These folders will be filed alphabetically by department.
4. As you begin each new disc, start a Table of Contents on File A, Track 01, or File B, Track 30.\*
5. Each track on the disc should begin with an **operator instruction line**. The first item on the operator instruction line should be the File and Track number for the document.

6. If lengthy documents are normally revised frequently before they are completed, type your first version on File A only. If you type on File A, then File B can be used to store revisions. Remember to update the Table of Contents.

7. After a track on File A has been revised and the edited version stored on File B, you may clear the File A track. Then when the File B track is revised, the edited version can be stored on File A. Make sure you no longer need the original before clearing File A.

8. At the end of each page of the document, type the department code (usually the first two letters of the department name or the department's initials) and the track and file. (Example: MA-2-A = Marketing, Track 02, File A. MR-21-B = Market Research, Track 21, File B.)



9. If needed, make a carbon copy of each page printed and keep these carbons as a separate Table of Contents for the document.

#### ORIGINATOR'S INITIALS FILING

The ORIGINATOR'S INITIALS FILING system is used when many individuals share time on the Text Editor. ORIGINATOR'S INITIALS FILING allows you to keep the work for each individual separate and intact.

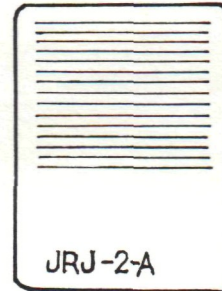
---

\* The typed track numbers should be kept as a permanent part of the Table of Contents on A-01 or B-30. Entries can be removed with **line end**, and the Table of Contents can be reused without having to retype track numbers.

# FILING AND STORAGE

1. Begin with several blank discs for each individual. More discs can be added as needed.
2. Prepare two labels for each disc, one for the permanent jacket and one for the removable jacket.
3. Prepare a Pendaflex folder for each individual. These folders will be filed alphabetically by each individual's initials or last name.
4. As you begin each new disc, start a Table of Contents on File A, Track 01, or File B, Track 30.\*
5. Each track on the disc should begin with an **operator instruction line**. The first item on the operator instruction line should be the File and Track number for the document.
6. If lengthy documents are normally revised frequently before they are completed, type your first version on File A only. If you type on File A, then File B can be used to store revisions. Remember to update the Table of Contents.
7. After a track on File A has been revised and the edited version stored on File B, you may clear the File A track. Then when the File B track is revised, the edited version can be stored on File A. Make sure you no longer need the original before clearing File A.
8. At the end of each page of the document, type the Originator's initials and the track and file. (Example: JRJ-2-A = Jack R. Jones, Track 02, File A. BLS-21-B = Bob L. Smith, Track 21, File B.)
9. If needed, make a carbon copy of each page printed and keep these carbons as

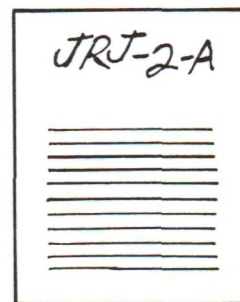
a separate Table of Contents for the document.



## CROSS REFERENCED FILING

The CROSS REFERENCED FILING system is used when it is impractical to place codes at the bottom of each page of text. Instead, a carbon must be made for each page of text. The carbon is coded and filed. Original documents must then be checked against carbons to locate the disc, track and file where the document is stored.

1. Prepare discs, labels and folders as you would in any of the six standard filing systems already described.
2. Do not place codes at the bottom of each original page of text.
3. Print each page as it is completed. Make a carbon copy of each printed page.
4. Write or print the filing code in a convenient, easy-to-read location on each carbon.



\*The typed track numbers should be kept as a permanent part of the Table of Contents on A-01 or B-30. The Table of Contents can be reused without having to retype track numbers. Remove old entries with **line end**.



5. File carbons alphabetically by title or heading.
6. Store discs according to the filing system selected in step 1.
7. When documents come back for revision, check the carbon copy. The code on the carbon will tell you where the disc for this document is filed.
8. Remember to make carbons of all revisions. These carbons, with codes in a convenient location, should be substituted for carbons of previous versions. Keep the carbon file up-to-date.

**PICA (10 PITCH)  
MARGIN AND BELL SET CHART\***

<u>If an average line of typing contains:</u>	<u>For left margin, set the cursor position window to:</u>	<u>Set the Bell Set at:</u>	<u>Right Margin will be :</u>
40 Char-	23	56	63
41 acters	22	56	63
42	22	57	64
43	21	57	64
44	21	58	65
45	20	58	65
46	20	59	66
47	19	59	66
48	19	60	67
49	18	60	67
50	18	61	68
51	17	61	68
52	17	62	69
53	16	62	69
54	16	63	70
55	15	63	70
56	15	64	71
57	14	64	71
58	14	65	72
59	13	65	72
60	13	66	73
61	12	66	73
62	12	67	74
63	11	67	74
64	11	68	75
65	10	68	75
66	10	69	76
67	9	69	76
68	9	70	77
69	8	70	77
70	8	71	78
71	7	71	78
72	7	72	79
73	6	72	79
74	6	73	80
75	5	73	80
76	5	74	81
77	4	74	81
78	4	75	82
79	3	75	82
80	3	76	83

\*Based on 8½ inch width paper.



**ELITE (12 PITCH)  
MARGIN AND BELL SET CHART\***

<u>If an average line of typing contains:</u>	<u>For left margin, set the cursor position window to:</u>	<u>Set the Bell Set at:</u>	<u>Right Margin will be:</u>
40 char-	31	64	71
41 actors	31	65	72
42	30	65	72
43	30	66	73
44	29	66	73
45	29	67	74
46	28	67	74
47	28	68	75
48	27	68	75
49	27	69	76
50	26	69	76
51	26	70	77
52	25	70	77
53	25	71	78
54	24	71	78
55	24	72	79
56	23	72	79
57	23	73	80
58	22	73	80
59	22	74	81
60	21	74	81
61	21	75	82
62	20	75	82
63	20	76	83
64	19	76	83
65	19	77	84
66	18	77	84
67	18	78	85
68	17	78	85
69	17	79	86
70	16	79	86
71	16	80	87
72	15	80	87
73	15	81	88
74	14	81	88
75	14	82	89
76	13	82	89
77	13	83	90
78	12	83	90
79	12	84	91
80	11	84	91
81	11	85	92
82	10	85	92
83	10	86	93
84	9	86	93
85	9	87	94

\*Based on 8½ inch width paper.

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